

# South Carolina DAODAS



## USER MANUAL

VERSION 2.0  
FEBRUARY 2013

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## INTRODUCTION

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South Carolina DAODAS is a database tracking software package, which is based on the Center for Substance Abuse Prevention's (CSAP) Minimum Data Set (MDS), is a nationally recognized standard. MDS is a collection of standard data elements developed by CSAP to enable states, substance abuse agencies, community-based service providers, and others to quantify and compare the number and type of primary prevention and early intervention services delivered. The use of these standards provides a consistent and comprehensive basis to collect and analyze data. Also, additional features have been added onto the MDS standard that will allow greater flexibility and customization for your state as well as easily incorporating science-based or evidence-based programs into the prevention application.

The software is designed to use a Needs Assessment to choose targeted risk and protective factors, base goals and objectives on these risk and protective factors, track prevention activities aimed at accomplishing the goals and objectives, and evaluate the progress of the goals and the outcomes (success) of the programs. In addition, South Carolina DAODAS facilitates information sharing and tracking meeting results between the Prevention Partners and Coordinating agencies.

## HOW TO USE THIS MANUAL

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If you are new to the SC DAODAS application, read through the [Tips For Using The Application Effectively](#) section to get a general overview of how the application works.

As you begin to use the application doing the data entry tasks, refer to the specific task's section for step by step instructions on how to do that task. To go to a specific section, press down the **Ctrl (Control)** key on your keyboard and click on the desired section listed in the Table of Contents. It will immediately go to that task's section.

Anytime you see blue underlined text, this is a hyperlink (see the blue text above). Like the Table of Contents, it allows you to go directly to that section if you hold down the **Ctrl (Control)** key and click on the link. Use the hyperlinks to quickly go to the section referenced.

## TIPS FOR USING THE APPLICATION EFFECTIVELY

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### Recommended Computer Settings

#### Screen Resolutions

You will get the best screen layout if you set your PC monitor settings to 1024 X 768 pixels or larger. If your screen resolution is smaller (i.e., 800 X 600 pixels), everything on the screen will appear larger. But, if you use 800 X 600 pixels, you will have to scroll more both up & down and left & right to access all the data fields.

To change your PC monitor settings, right click on the **Desktop background** and select **Properties**. Next, click on the **Settings** tab and move the **Screen Resolution** scroll bar to the right (towards "more") to select 1024 X 768 resolution. Click the **OK** button at the bottom of the window to make the change effective.

#### Web Browser

The web browser supported by the South Carolina DAODAS application is Microsoft Internet Explorer (IE). Currently Mozilla Firefox, Netscape, AOL, MSN and other browsers may not be supported by KIT Prevention. They may function, but not to design specifications. We recommend users have the latest version of IE installed on their computer along with the updates provided by Microsoft (which are released periodically).

#### Pop-Up Blockers

Modern computer security technology and usability features development have lead to pop-up blocking. Although this new feature of internet browsers, toolbars and other 3<sup>rd</sup> party managing software blocks hazardous and annoying pop-ups, sites like South Carolina DAODAS require pop-ups to be able to function. If your pop-up blocker is enabled, then there is a possibility that South Carolina DAODAS may not function or appear properly. You should either disable the pop-up blocker while using the South Carolina DAODAS application (while remembering to enable it, if desired, when not in South Carolina DAODAS) or create exceptions for the pop-up blocker. This is cumbersome, but may be easier than making exceptions to the pop-up blocker.

To create exceptions for the pop-up blocker, open your Internet Explorer browser window. Once the browser is open, click the top toolbar option "Tools" and then go to "Internet Options". After the Internet Options window is available, you will want to click on the "Privacy" tab at the top of the window. You will notice while on the "Privacy" tab, at the bottom will be a section on Pop-Up Blockers. If you're "Block Pop-Ups" checkbox is checked, then click on the "Settings" button. You can now add the South Carolina DAODAS Service links to the "Allowed Sites" list which the pop-up blocker will ignore when trying to block pop-ups from South Carolina DAODAS. You will want to add <https://scprev.kithost.net/scprevent2012> for the live application, and <http://demo.kithost.net/scprevent2012> for the demo application. Once these sites are added to your "Allowed Sites" list, the pop-up blocker will no longer prevent pages from loading or appearing while you are using the South Carolina DAODAS Service.

**\*Note:** These are instructions for Internet Explorer 7.0 and may be different for other Internet Explorer versions.








## Application Navigating

The South Carolina DAODAS is set up in such a fashion that moving from Left to Right on the menu is the best approach to using the application. Start at Assessment, filling in all the information for that area before moving on to the Planning section. Continuing in this manner will ensure that all of the sections of the application have enough information to function correctly. If all of the different portions are not completed, some modules will not work correctly.

## Computer Keys

While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

Key	Description	Function
	The Cursor	Points to desired location
	The TAB key	Moves the cursor to the next data field
	Hold down the SHIFT key and then press the TAB key	Moves the cursor to the previous data field
	The Control (Ctrl) key	Enables blocked material to open (due to pop-up blocker)
	Use the MOUSE by pointing and clicking to move the cursor	Moves the cursor by pointing and clicking

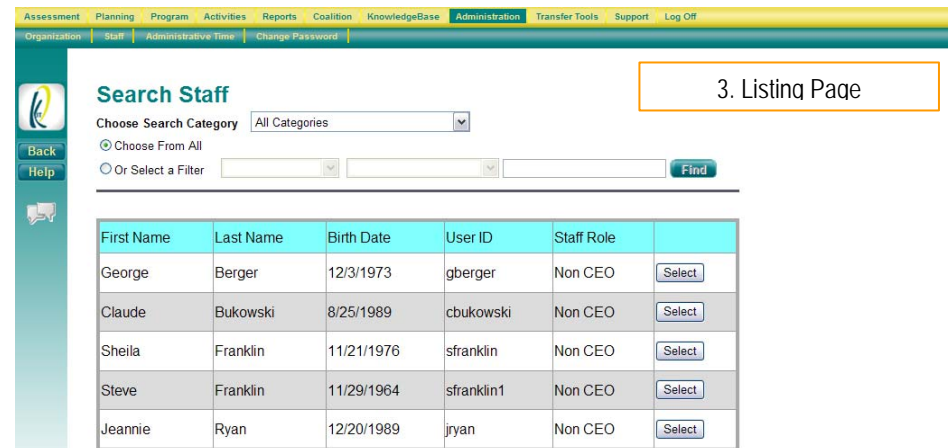
## Menu Information

The Menu for the service is located across the top of the screen. Some Menu categories may be broken down into submenu categories to choose from. The Menu categories list the main modules that are within the application. When a Menu category is selected a list of submenu categories will be displayed as links to access the modules.

- |                     |   |
|---------------------|---|
| 1. Menu             | Constant (unchanging). Available at all times.          |
| 2. Submenu Category | Varies depending on which Menu category is selected.    |
| 3. Listing Page     | Varies depending on which Submenu Category is selected. |



(This is a screenshot displaying the Menu (1) and a Submenu Category list (2))



(This is a sample screenshot displaying a Listing Page (3))

## Listing Page

Each module or submenu category has a page listing the data that has been entered. This is called a “Listing Page”. When going into an area where a Listing Page is available, the service allows you to select previously entered data to edit or view its content. No data is entered on the Listing Page.

There are two types of Listing Pages:

1. **Grid View**
2. **Single Form View**

### Grid View

The Grid View displays the data in tables. Specific pieces of data will be displayed within the Grid based on the fields within the entry/edit form. To get to a Grid View Listing Page, click **Search** (Search) from the left toolbar.

1. When first viewing a Listing Page, all of the data is available for Searching. Click the **Select** (Select) button to the left of the data you would like to edit/view.
2. You will be taken to the entry/edit screen. This page will be in edit mode (all data fields will be open for data entry). Make any changes needed to the form. Click the **Save** (Save) button from the left toolbar to save the changes.

The screenshot shows a web application interface with a top navigation bar and a left sidebar. The main content area is titled 'Search Staff'. Below the title, there are search filters: 'Choose Search Category' (set to 'All Categories'), 'Choose From All', and 'Or Select a Filter'. Below these filters is a table with the following data:

First Name	Last Name	Birth Date	User ID	Staff Role	
George	Berger	12/3/1973	gberger	Non CEO	Select
Claude	Bukowski	8/25/1989	cbukowski	Non CEO	Select
Sheila	Franklin	11/21/1976	sfranklin	Non CEO	Select
Steve	Franklin	11/29/1964	sfranklin1	Non CEO	Select
Jeannie	Ryan	12/20/1989	jryan	Non CEO	Select

A callout box labeled 'Grid View' points to the table.

(This is a sample screenshot displaying a Listing Page)

## Single Form View

The Single Form View is used when the data entered is updated periodically. Only one form is available and edited. The Single Form View displays the fields on the Edit Form. (See the Edit Form section for details on the Edit Form.)

- The form can be edited at any time, but you must click the **Save** (Save) button from the left toolbar to update the data.

The screenshot shows the 'Choose Targeted Factors' form. At the top, there is a navigation bar with tabs: Assessment, Planning, Program, Activities, Reports, Evaluation, Coalition, KnowledgeBase, Administration, Support, and Log Off. Below the navigation bar, the 'Choose Targeted Factors' tab is selected. The form has a left toolbar with buttons: Search, Add, Cancel, Save, Delete, Print, and Help. The main content area has a title 'Choose Targeted Factors' and two dropdown menus: 'Fiscal Year\*' (set to 2010) and 'Existing Fiscal Year' (set to 2010). Below these is a section titled 'Risk and Protective Factors Targeted\*' with a text area containing the following text: (P)C - Caring and support (Social networks and support systems within the community), (P)C - Comprehensive risk focused programs available, and (P)C - High expectations of youth.

(This is a sample screenshot displaying a "Single Form View".)

## Edit Forms

The Edit Form contains the fields for entering and editing data. The buttons for saving, cancelling and in some cases, adding and editing, are available on the left toolbar of the page. (See the [Data Fields and Button](#) section for additional details on the function of these buttons.)


- If you clicked the **Add** (Add) button from the left toolbar to enter new information into a form, the Edit Form data fields will be blank.
- When selecting the **Select** (Select) button to view existing data, the Edit Form data fields will display the data entered/selected previously. These fields may be modified, if needed.

The screenshot shows the 'Coalition Member' form. At the top, there is a navigation bar with tabs: Assessment, Planning, Program, Activities, Reports, Evaluation, Coalition, KnowledgeBase, Administration, Support, and Log Off. Below the navigation bar, the 'Coalition' tab is selected. The form has a left toolbar with buttons: Search, Cancel, Edit, Save, Delete, Print, and Help. The main content area has a title 'Coalition Member' and a 'Permission' button. Below the title is a section titled 'Login Information' with fields for 'User ID\*' and 'Password\*'. Below that is a section titled 'General Information' with fields for 'Last Name\*', 'First Name\*', 'Title\*', 'Status\*', and 'Second Language'. Below that is a section titled 'Demographic Information' with fields for 'Birth Date\*', 'Age Range', 'Gender\*', 'Race\*', and 'Ethnicity'. Below that is a section titled 'Contact Information'.

(This is a screenshot displaying a blank Edit Form.)

## Data Fields and Buttons









In the South Carolina DAODAS application there are several fields, boxes and buttons that are used to collect and store data.

Type	Preview / Description
Text Field (aka 'Text Box')	<input type="text"/> (fill in the blank)
Drop Down Menu (aka Pull Down Menu)	<input type="text" value="Please Select"/> (select one)
Buttons	<input type="button" value="Select"/> <input type="button" value="^"/> <input type="button" value="v"/> <input type="button" value="&gt;"/> <input type="button" value="&lt;"/> <input type="button" value="REMOVE"/>
Radio Button	<input checked="" type="radio"/> Selected <input type="radio"/> Not selected
Check Boxes	<input checked="" type="checkbox"/> Selected <input type="checkbox"/> Not Selected
Required Fields	<b>Fiscal Year*</b> <input type="text"/> (Red text with an asterisk)
Chat feature	

It does not matter the order in which the above fields are filled in, but if a required field is not filled in and you try to save the form, you will receive a message informing you what field is missing data and you will not be able to save the form until that field has data.

## Edit Form Buttons

Information is entered and edited on the computer screen through data entry/edit forms. The table below summarizes the buttons used to enter/edit information. Notice if the button is grayed out it is not selectable at this time.(see the **Delete** button in the table below)

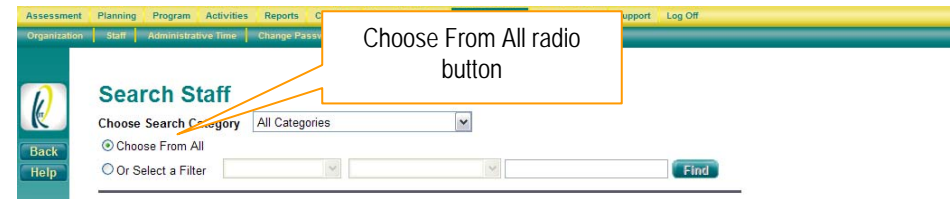
	Searches for information on the criteria (e.g. client name) that you specify
	Must be pressed first to add new information to a form
	Allows you to change the information currently on the form
	Adds the information on the form to KIT Prevention database
	Prints the information currently on the form
	Displays the Expert Help screen
	Removes the information currently on a form from the database
	Cancels the Add or Edit without saving any information entered (After you press 'Add' or 'Edit', a 'Cancel' button will replace that button.)

## Search Feature

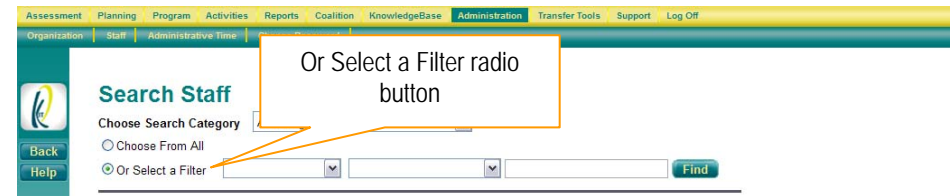
When going into **any** area where the search option is available, the application will default the view to data that was entered previously, or blank fields if there have not been any data entered. To view or modify data that has already been entered, you will need to use the **Search** button (located on the left toolbar) and use the following instructions to find this data.

### Using the Search Feature




1. The **Search** area has many options to order and display the data. Change the **Choose Search Category** to one of the options in the dropdown menu to only see those categories come up in the search results or leave the setting "All Categories" to indicate that you would like to see all of the information available in the search results.
2. Click the **Choose From All** option to see all of the data (depending on the area you are searching) in your organization listed.
3. The **Or Select a Filter** option can allow you to limit search results based upon two search criteria. To change the search filters, click on the black arrow at the right-hand side of the blanks and choose an option.
4. If the **Choose Search Category** is set to "All Categories", the three search filters are used in the following method:
  - a. The first search filter will display the search categories that you can pick from.
  - b. The second search filter varies based upon the first choice.
  - c. The third search filter is the criteria you are searching for (i.e. 10/20/07 as a date of a service).
5. If you use the **Or Select a Filter** option when the **Choose Search Category** is set to a specific category, only the second and third boxes will be present. Choosing a filtering means in the second box and then entering the criteria for your search in the third.

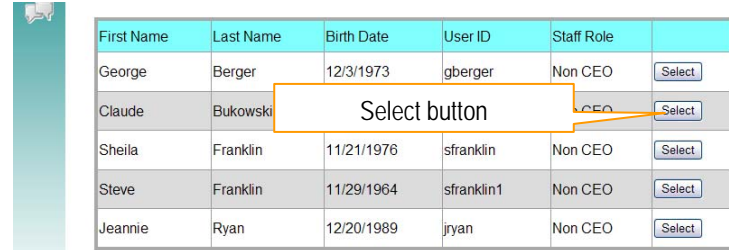







(This is a screenshot of a Listing Page.)



(This is a screenshot of a Listing Page.)

6. Once you have clicked the **Choose From All** option or used the **Or Select a Filter** option, you will see a list of data. Click the  (**Select**) button next to the line that represents the data you would like to view/modify.
7. You will then be taken back to the previous screen. Click the  (**Edit**) button from the left toolbar to open the record for changes. Click the  (**Save**) button from the left toolbar to save those changes.



First Name	Last Name	Birth Date	User ID	Staff Role	
George	Berger	12/3/1973	gberger	Non CEO	
Claude	Bukowski			CEO	
Sheila	Franklin	11/21/1976	sfranklin	Non CEO	
Steve	Franklin	11/29/1964	sfranklin1	Non CEO	
Jeannie	Ryan	12/20/1989	jryan	Non CEO	

(This is a screenshot of a Listing Page.)



# LOGIN PROCEDURE

## Logging into SC DAODAS

1. Connect to the Internet and open an internet browser (preferably Internet Explorer).
4. Enter this web site, <https://scprev.kithost.net/scprevent2012/> and press **Enter** on your keyboard.
5. Type the login name provided by your acting administrator in the **User ID** field.
6. Type the password in the **Password** field.
7. Type the provider number in the **Organization ID** field.
8. Click the  (**Login**) button.

To log out of the application, click the  (**Log Off**) link in the upper right hand corner.



## South Carolina Department of Alcohol and Other Drug Abuse Services

2012-2013 Live

[Click here for the 2012-2013 Demo Site](#)

User ID

Password

Organization ID

Login button

(Login Screen)

### Service Announcement

Server Maintenance  
Normal Maintenance  
on: Sunday 1/13/2013 10PM to 4AM  
EST

Server Maintenance  
Normal Maintenance  
on: Sunday 2/17/2013 10PM to 4AM  
EST

Server Maintenance

## Tips

- The **User ID** IS NOT case sensitive.
- The **Password** IS case sensitive.
- If you entered the incorrect login information, click the  (**Reset**) button to reset the login fields.
- If you want to practice on the Demo site, click on the [Click here for the 2012-2013 Demo site](#) link.

# ASSESSMENT

The Assessment portion of South Carolina DAODAS is used to evaluate the risk and protective factors that should be targeted based upon the needs of the community.

## Choose Targeted Factors





You will be able to gauge the risk factors that your prevention programs should be targeting and the protective factors to counteract those risk factors. The risk and protective factors should come from your prevention planning coalition. South Carolina DAODAS has an option where you can choose the risk and protective factors for the planning year.

## Adding Targeted Factors

1. Click **Assessment** from the Menu.
2. Click **Choose Targeted Factors** from the submenu.
3. Click the **Add** (Add) button from the left toolbar.

The screenshot shows a web application interface for 'Choose Targeted Factors'. At the top is a navigation bar with tabs: Assessment, Planning, Program, Activities, Reports, Coalition, KnowledgeBase, Administration, Transfer Tools, Support, and Log Off. Below this is a sub-header 'Choose Targeted Factors'. On the left is a vertical toolbar with buttons: Search, Add, Edit, Save, Delete, Print, and Help. The main content area has a title 'Choose Targeted Factors' and two input fields: 'Fiscal Year\*' with a text box containing '2012' and 'Existing Fiscal Year' with a dropdown menu showing '2012'. Below these is a section titled 'Risk and Protective Factors Targeted\*' containing a text box with the entry '(P)C - Community religious composition'. At the bottom of this section are two buttons labeled 'A' and 'V'. Below this is a section titled 'All Risk and Protective Factors List' with an empty text box.

(This is a screenshot of the ChooseTargeted Factors Edit Form.)

4. Enter the current **Fiscal Year\***.  
 \*Example: Fiscal year should be 2013 for each goal for the 12/13 fiscal year.
5. A list of available factors is in the bottom box labeled **All Risk and Protective Factors List**. Click on the **Risk & Protective Factors** identified in your Needs Assessment. You may select as many as you need.
6. To select a factor, use the  arrow in the center of the screen to move the factor from the **All Risk and Protective Factors List** to the **Risk and Protective Factors Targeted\*** list.
7. The Risk and/or Protective Factor(s) you selected will be displayed in the **Risk and Protective Factors Targeted\*** box.
  - a. If you want to remove a factor from the **Targeted** list, click on the factor in the **Targeted** list, and click the  arrow.
8. Click the  (**Save**) button from the left toolbar.  
 \*Note: To exit this screen without saving any changes, click the  (**Cancel**) button from the left toolbar.



**Choose Targeted Factors**

Fiscal Year\*  Existing Fiscal Year 2013

**Risk and Protective Factors Targeted\***

Up arrow

**All Risk and Protective Factors List**

(P)C - Caring and support (Social networks and support systems within the community)  
 (P)C - Community religious composition  
 (P)C - Comprehensive risk focused programs available  
 (P)C - Decreasing accessibility  
 (P)C - High expectations of youth  
 (P)C - Increased pricing through taxation  
 (P)C - Informal social control  
 (P)C - Laws and ordinances are consistently enforced



*Enter new assessment year and then choose targeted factors.*

(This is a screenshot of the Choose Targeted Factors Edit Form.)

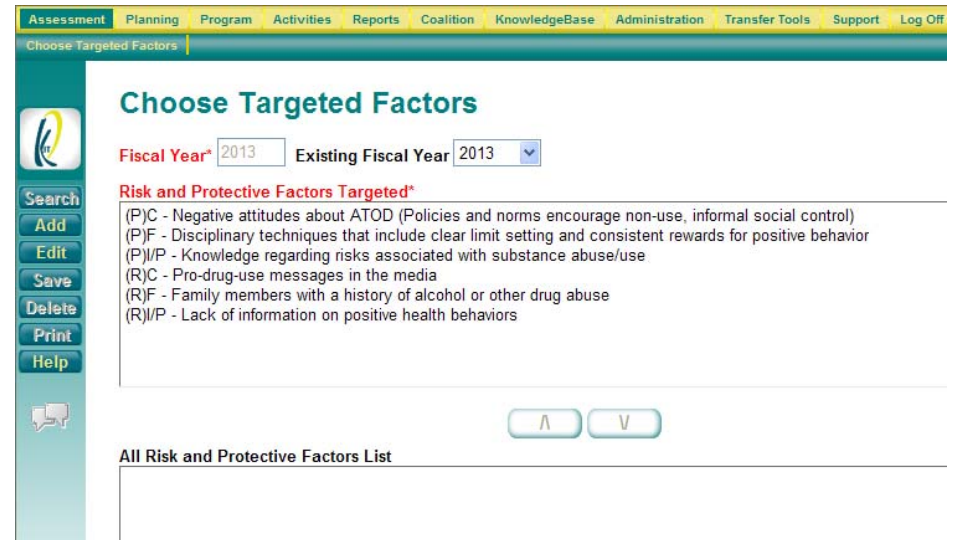
## Tips

- The Risk and Protective Factors List is in alphabetical order with all of the Protective Factors listed first followed by the Risk Factors.

## Editing Targeted Factors

1. Click **Assessment** from the Menu.
2. Click **Choose Targeted Factors** from the submenu.
3. Select the appropriate fiscal year from the **Existing Fiscal Year** dropdown menu.
4. Click the **Edit** (Edit) button from the left toolbar.
5. Use the  arrow in the center of the screen to move factors from the **All Risk and Protective Factors List** to the **Risk and Protective Factors Targeted\*** list.
  - a. The Risk and/or Protective Factor(s) you selected will be displayed in the **Risk and Protective Factors Targeted\*** box.
6. If you want to remove a factor from the **Targeted** list, click on the factor in the **Targeted** list, and click the  arrow.
7. Click the **Save** (Save) button from the left toolbar.

**\*Note:** To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.



(This is a sample screenshot of the Choose Targeted Factors Edit Form.)

### Tips

- The Choose Targeted Factors form can be edited but not deleted. The **Delete** (Delete) button is grayed out.

# PLANNING

The Planning module allows you to starting planning by entering goals, process objective, and outcome objectives.

## Goals/Process Objectives/Outcome Objectives

The "Goals/Process Objectives/Outcome Objectives" area allows the individual county agencies to identify the prevention goals they have set throughout the fiscal year, the Process Objectives associated with their goals and the Outcome Objectives associated with their process objectives.

### Adding a Goal

1. Click **Planning** from the Menu.
2. Click **Goals/Process Objectives/Outcome Objectives** from the submenu.
3. Click the **Add** (Add) button from the left toolbar.
4. Select the current **Fiscal Year\*** from the dropdown menu.
5. Select the appropriate target factor(s) from the **Target Risk or Protective Factors\*** dropdown menu. The target factor(s) will then be displayed in the **Selected Factors\*** box.
  - a. To remove one of the **Selected Factors**, click on the factor and then click on the **Remove** button.
6. Select the appropriate target population from the **Target Group\*** dropdown menu.
7. The **Status\*** is defaulted to Active.
  - a. Active: currently in use. (can be viewed on other screens)
  - b. Inactive: no longer in use. (will not appear on other screens)

The screenshot shows the 'Planning - Goals' form. At the top is a navigation bar with tabs: Assessment, Planning, Program, Activities, Reports, Coalition, KnowledgeBase, Administration, Transfer Tools, Support, and Log Off. Below this is a sub-header 'Goals/Process Objectives/Outcome Objectives'. The main form area has a title 'Planning - Goals' and a button 'Add, Edit or View Process Objectives'. A message states: 'Goal Editing Complete\* must be checked in order to proceed.' The form fields include: 'Fiscal Year\*' set to 2012, 'Goal ID' (empty), 'Entry Date' (empty), 'Target Risk or Protective Factors\*' set to '(P/C - Community religious composition)', 'Selected Factors\*' (empty box), 'Target Group\*' set to 'PA01 Other Professionals', and 'Status\*' set to 'Active'. A left toolbar contains buttons: Search, Add, Edit, Save, Delete, Print, and Help.

(This is a partial screenshot of the Goals Edit Form.)

The screenshot shows the 'Planning - Goals' form with updated values. The 'Fiscal Year\*' is now 2013. The 'Entry Date' is set to 2/1/2013. The 'Target Risk or Protective Factors\*' is set to '(P)/P - Knowledge regarding risks associated with substance abuse/use'. The 'Selected Factors\*' box is empty. The 'Target Group\*' is set to 'SP17 People Using Substances'. The 'Status\*' remains 'Active'. The left toolbar is the same as in the previous screenshot.

(This is a partial screenshot of the Goals Edit Form.)

8. Enter the Needs Assessment/Indicator Data and Problem Statement that will be used to evaluate the goal in the **Indicator\*** field.

**\*Note:** Needs assessment data should be entered here, not evaluation tool.

9. Type a brief description of the goal in the **Goal Description\*** box.

10. The **Goal Editing Complete** checkbox will be checked for you.

11. Click the **Save** (Save) button from the left toolbar.

**\*Note:** To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.



The screenshot shows a portion of a web form. On the left is a vertical teal toolbar. To its right are three labels: 'Indicator\*' in red, 'Goal Description\*' in red, and 'Goal Editing Complete' in green with a small square checkbox to its left. To the right of these labels are two empty text input boxes with vertical scrollbars. The first box is for the indicator and the second is for the goal description.

(This is a partial screenshot of the Goals Edit Form.)

## Tips

- If the Goal you are working with was transferred from the previous fiscal year, you will need to check the '**Goal Editing Complete**' checkbox before any data entry can begin. This is used to confirm the Goal has been reviewed and is applicable for the current fiscal year.
- All Goal Descriptions MUST begin with the name of the program/strategy it relates to, or you will be asked to go back and correct this when the data is reviewed in August. (e.g. All-Stars: To reduce ATOD use among youth ages 12-14 in Sunny County).

## Editing a Goal

1. Click **Planning** from the Menu.
2. Click **Goals/Process Objectives/Outcome Objectives** from the submenu.
3. Locate the goal you wish to edit by clicking the **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)
4. Click the **Select** (Select) button to the right of the desired goal
5. Click the **Edit** (Edit) button from the left toolbar.
6. Make any changes needed to the details.
7. Click the **Save** (Save) button from the left toolbar.

**\*Note:** To exit this screen without saving any changes, click the  (Cancel) button from the left toolbar.

Assessment   Planning   Program   Activities   Reports   Coalition   KnowledgeBase   Administration   Transfer Tools   Support   Log Off

Goals/Process Objectives/Outcome Objectives

## Planning - Goals

Add, Edit or View Process Objectives

Fiscal Year\*

Goal ID  Entry Date

Target Risk or Protective Factors\*

Selected Factors\* 

(P)C - Resources (housing, healthcare, childcare, jobs, recreation, etc.) are available  
 (R)F - Poor child supervision and discipline (Lack of clear rules and consequences, poor parer  
 (R)/P - Thinks most friends use (Perception of peer use)

Target Group\*  Status\*

(This is a partial screenshot of the Goals Edit Form.)

## Deleting a Goal

1. Click **Planning** from the Menu.
2. Click **Goals/Process Objectives/Outcome Objectives** from the submenu.
3. Locate the goal you wish to delete by clicking the **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)
4. Click the **Select** (Select) button to the right of the desired goal.
5. Click the **Delete** (Delete) button from the left toolbar.
6. A prompt appears stating "Are you sure?". Click the **OK** button.

**\*Note:** To cancel this deletion, click  (Cancel).

Assessment Planning Program Activities Reports Coalition KnowledgeBase Administration Transfer Tools Support Log Off

Goals/Process Objectives/Outcome Objectives

## Planning - Goals

[Add, Edit or View Process Objectives](#)

Fiscal Year\*

Goal ID  Are you Sure?

Target Risk or Protective Factors\*

Selected Factors\*

Target Group\*  Status\*

OK button

(This is a partial screenshot of the Goals Edit Form.)

## Tips

- If the Goal has been used in conjunction with an objective, program, or event, the application will not allow you to delete the goal. You must set it to *Inactive* Status.



## Process Objective

The Process Objectives screen utilizes the new management plan format of South Carolina DAODAS. Once you receive your approved management plan, you can enter your process objectives onto this screen. Simply fill in the projected "Who," "What," "Where," "When," and "How Much or How Many" for each process objective. Process objectives will get tied to programs in the program section of the South Carolina DAODAS application.

### Adding a Process Objective

1. Click **Planning** from the Menu.
2. Click **Goals/Process Objectives/Outcome Objectives** from the submenu.
3. Find the goal you wish to add a **Process Objective** to by clicking the **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)
4. Click the **Select** (Select) button to the right of the desired goal.
5. Click the **Add, Edit or View Process Objectives** (Add, Edit or View Process Objectives) button.
6. From the **Planning - Process Objectives** screen, click the **Add** (Add) button from the left toolbar.
7. The **Goal Description** is automatically filled in for you. Ensure that this is the correct goal you would like to add a **Process Objective** to.
8. Enter a **Short Description\*** of the **Process Objective**.  
\*Note: Keep the Description brief. This field has a limit of 100 characters.
9. The **Status\*** is defaulted to Active.
  - a. Active: currently in use. (can be viewed on other screens)
  - b. Inactive: no longer in use. (will not appear on other screens)
10. Type the **Projected** information for this objective into the fields of **Who\***, **What\***, **Where\***, **When\***, **How Much or How Many\***, and **How Much or How many at 6 months\***.  
\*Note: The **Actual** fields will be filled in later when you have completed your prevention work for the fiscal year.

(This is a partial screenshot of the Goals Edit Form.)

(This is a partial screenshot of the Process Objectives Edit Form.)



11. If desired, enter in any **Remarks**.

12. Click the **Save** (Save) button from the left toolbar.

\*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.

This is a partial screenshot of the Process Objectives Edit Form. It shows three rows of input fields. The first row is labeled 'When\*' and contains the text 'By May 31, 2014'. The second row is labeled 'How Much or How Many\*' and contains the text 'decrease by 10%'. The third row is labeled 'How Much or How Many at 6 months\*' and contains the text 'decrease by half'. Below these rows is a 'Remarks' field.

(This is a partial screenshot of the Process Objectives Edit Form.)

## Editing a Process Objective

1. Click **Planning** from the Menu.

2. Click **Goals/Process Objectives/Outcome Objectives** from the submenu.

3. Find the goal of the **Process Objective** you wish to edit by clicking the **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)

4. Click the **Select** (Select) button to the right of the desired goal.

5. Click the **Add, Edit or View Process Objectives** (Add, Edit or View Process Objectives) button.

6. Use the **Process Objective ID** dropdown menu to select the desired Process Objective.

7. Click the **Edit** (Edit) button from the left toolbar.

8. Make any changes needed to the details.

9. Click the **Save** (Save) button from the left toolbar.

\*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.

- To return to the previous screens, click the **Return to** (Return to) button from each screen.

This is a full screenshot of the Planning - Process Objectives form. The form has a header bar with navigation links: Assessment, Planning, Program, Activities, Reports, Coalition, KnowledgeBase, Administration, Transfer Tools, Support, and Log Off. Below the header is a sidebar with buttons: Search, Add, Edit, Save, Delete, Print, and Help. The main content area is titled 'Planning - Process Objectives' and includes buttons for 'Return to Goal' and 'Add, Edit or View Outcome Objectives'. The form contains several fields: 'Goal ID' (201302), 'Process Objective ID' (20130204), 'Entry Date' (2/1/2013), 'Goal Description' (Decrease 30-day alcohol use by youth ages 12 to 20.), 'Short Description\*' (Adding a self-esteem component to enable them to resist peer pressure), 'Status\*' (Active), 'Projected Who\*' (6th to 12th graders), and 'What\*' (semi annual assemblies - Character Connex and Stand Tall).

(This is a partial screenshot of the Process Objectives Edit Form.)

## Deleting a Process Objective

1. Click **Planning** from the Menu.
2. Click **Goals/Process Objectives/Outcome Objectives** from the submenu.
3. Find the goal of the **Process Objective** you wish to delete by clicking the **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)
4. Click the **Select** (Select) button to the right of the desired goal.
5. Click the **Add, Edit or View Process Objectives** (Add, Edit or View Process Objectives) button.
6. Use the **Process Objective ID** dropdown menu to select the desired Process Objective.
7. Click the **Delete** (Delete) button from the left toolbar.
  - a. A prompt appears stating "Are you sure?". Click the **OK** button.  
**\*Note:** To cancel this deletion, click **Cancel** (Cancel).

The screenshot shows the 'Planning - Process Objectives' form. The 'Goal ID' is 201302 and the 'Process Objective ID' is 20130204. The 'Goal Description' is 'Decrease 30-day alcohol use by youth ages 12 to 20.' The 'Short Description\*' is 'Adding a self-es resist peer pres'. A confirmation dialog box titled 'Message from webpage' is open, asking 'Are you Sure?' with 'OK' and 'Cancel' buttons. An orange box highlights the 'OK' button in the dialog, with a label 'OK button' pointing to it. The form also includes fields for 'Entry Date' (2/1/2013), 'Status\*' (Active), and 'Projected Who\*' (6th to). The left toolbar contains buttons for Search, Add, Edit, Save, Delete, Print, and Help.

(This is a partial screenshot of the Process Objectives Edit Form.)

## Outcome Objective

The Outcome Objectives screen also utilizes the same new management plan format that Process Objectives use. Fill in the projected “Who,” “What,” “Where,” “When,” and “How Much or How Many” for each Outcome Objective. Outcome Objectives will get tied to specific services in the Activities section of South Carolina DAODAS.

### Adding an Outcome Objective

1. Click **Planning** from the Menu.
2. Click **Goals/Process Objectives/Outcome Objectives** from the submenu.
3. Find the goal you wish to add an **Outcome Objective** to by clicking the **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)
4. Click the **Select** (Select) button to the right of the desired goal.
5. Click the **Add, Edit or View Process Objectives** (Add, Edit or View Process Objectives) button.
6. Use the **Process Objective ID** dropdown menu to select the desired process objective.
7. Click the **Add, Edit or View Outcome Objectives** (Add, Edit or View Outcomes Objectives) button.
8. On the Outcome Objectives screen, click the **Add** (Add) button from the left toolbar.

Assessment Planning Program Activities Reports Coalition KnowledgeBase Administration Transfer Tools Support Log Off

Goals/Process Objectives/Outcome Objectives

**Planning - Goals**

**Add, Edit or View Process Objectives**

Fiscal Year\* 2013 Goal ID 201302 Entry Date 10/10/2012

Target Risk or Protective Factors\* (P)C - Community religious composition

Selected Factors\* (P)F - Disciplinary techniques that inc (P)P - Knowledge regarding risks as (R)F - Family members with a history

Target Group\* SP28 Youth/Minors Status\* Active

Indicator\* 30 day use; perceived harm/risk

Decrease 30-day alcohol use by youth ages 12 to 20.

(This is a partial screenshot of the Goals Edit Form.)

Assessment Planning Program Activities Reports Coalition KnowledgeBase Administration Transfer Tools Support Log Off

Goals/Process Objectives/Outcome Objectives

**Planning - Process Objectives**

**Add, Edit or View Outcome Objectives**

Goal ID 201302 Process Objective ID 20130101 Date 10/10/2012

Goal Description Decrease 30-day alcohol use by youth ages 12 to 20.

Short Description\* By May 31, 2014, 30-day alcohol use by youth ages 12 to 20 will decrease by 10%

Projected Who\* Youth ages 12-20

Actual Who

(This is a partial screenshot of the Process Objectives Edit Form.)

9. Enter a **Short Description\*** of the **Outcome Objective**.  
 \*Note: Keep the Description brief. This field has a limit of 100 characters.
10. The **Status\*** is defaulted to Active.
  - a. Active: currently in use. (can be viewed on other screens)
  - b. Inactive: no longer in use. (will not appear on other screens)
11. Type the **Projected** information for this objective into the fields of **Who\***, **What\***, **Where\***, **When\***, and **How Much or How Many\***.  
 \*Note: The **Actual** fields will be filled in later when you have completed your prevention work for the fiscal year.

(This is a partial screenshot of the Outcome Objectives Edit Form.)

12. If desired, enter in any **Remarks**.
13. Click the **Save** (Save) button from the left toolbar.  
 \*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.

(This is a partial screenshot of the Outcome Objectives Edit Form.)

## Tips

- Keep **Short Description** brief. Text fields may cut off if too many characters are entered.
- If using the statement "Outcomes cannot accurately be accessed", be sure to fill in each text box field with this statement.

## Editing an Outcome Objective

1. Click **Planning** from the Menu.
2. Click **Goals/Process Objectives/Outcome Objectives** from the submenu.
3. Find the goal of the **Outcome Objective** you wish to edit by clicking the **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)
4. Click the **Select** (Select) button to the right of the desired goal.
5. Click the **Add, Edit or View Process Objectives** (Add, Edit or View Process Objectives) button.

**Planning - Goals**

Fiscal Year\* 2013 Goal ID 201302 Entry Date 10/10/2012

Target Risk or Protective Factors\* (P)C - Community religious composition

Selected Factors\* (P)F - Disciplinary techniques that include (P)P - Knowledge regarding risks associated with (R)F - Family members with a history of

Target Group\* SP28 Youth/Minors Status\* Active

Indicator\* 30 day use; perceived harm/risk

Decrease 30-day alcohol use by youth ages 12 to 20.

Add, Edit or View Process Objectives button

(This is a sample screenshot of the Goals Edit Form.)

6. Use the **Process Objective ID** dropdown menu to select the process objective of the outcome objective you wish to edit.
7. Click the **Add, Edit or View Outcome Objectives** (Add, Edit or View Outcomes Objectives) button.

**Planning - Process Objectives**

Return to Goal Add, Edit or View Outcome Objectives

Goal ID 201302 Process Objective ID 20130101 Entry Date 10/10/2012

Goal Description Decrease 30-day alcohol use by youth ages 12 to 20.

Short Description By May 31, 2014, 30-day alcohol use among youth ages 12 to 20 will decrease by 10%.

Projected Who\* Youth ages 12-20

Projected What\* 30 day use

Actual Who\*

Actual What\*

Process Objective ID

Add, Edit or View Outcome Objectives button

(This is a partial screenshot of the Process Objectives Edit Form.)

8. Select the Outcome Objective that needs to be edited from the **Outcome Objective ID** dropdown menu.
9. Click the **Edit** (Edit) button from the left toolbar.
10. Make any changes needed to the details.
11. Click the **Save** (Save) button from the left toolbar.  
 \*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.
12. To return to the previous screen, click the **Return to Process Objectives** (Return to Process Objectives) button.

The screenshot shows the 'Planning - Outcome Objectives' form. At the top, there's a navigation bar with tabs like Assessment, Planning, Program, Activities, Reports, Coalition, KnowledgeBase, Administration, Transfer Tools, Support, and Log Off. Below this, the form title is 'Planning - Outcome Objectives'. It includes fields for Outcome Objective ID (2013020401), Entry Date (2/1/2013), Process Objective ID (20130204), and Status (Active). A 'Return to Process Objectives' button is located at the top right. The form also has sections for Short Description, Projected, Who, What, and Where, each with a text area and a 'Who' field. A left sidebar contains buttons for Search, Add, Edit, Save, Delete, Print, and Help. An orange box highlights the 'Return to Process Objectives' button with a callout.

(This is a sample screenshot of the Outcome Objectives Edit Form.)

## Deleting an Outcome Objective

1. Click **Planning** from the Menu.
2. Click **Goals/Process Objectives/Outcome Objectives** from the submenu.
3. Find the goal of the Outcome Objective you wish to delete by clicking the **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)
4. Click the **Select** (Select) button to the right of the desired goal.
5. Click the **Add, Edit or View Process Objectives** (Add, Edit or View Process Objectives) button.

The screenshot shows the 'Planning - Goals' form. At the top, there's a navigation bar with tabs like Assessment, Planning, Program, Activities, Reports, Coalition, KnowledgeBase, Administration, Transfer Tools, Support, and Log Off. Below this, the form title is 'Planning - Goals'. It includes fields for Fiscal Year (2013), Goal ID (201302), Entry Date (10/10/2012), and Status (Active). A 'Add, Edit or View Process Objectives' button is located at the top right. The form also has sections for Target Risk or Protective Factors, Selected Factors, Target Group, and Indicator, each with a text area. A left sidebar contains buttons for Search, Add, Edit, Save, Delete, Print, and Help. An orange box highlights the 'Add, Edit or View Process Objectives' button with a callout.

(This is a partial screenshot of the Goals Edit Form.)



6. Use the **Process Objective ID** dropdown menu to select the process objective of the outcome objective you wish to delete.
7. Click the **Add, Edit or View Outcome Objectives** (Add, Edit or View Outcomes Objectives) button.

(This is a partial screenshot of the Process Objectives Edit Form.)

8. Select the Outcome Objective that needs to be deleted from the **Outcome Objective ID** dropdown menu.
9. Click the **Delete** (Delete) button from the left toolbar.
10. A prompt appears stating "Are you sure?". Click the **OK** (OK) button.  
\*Note: To cancel this deletion, click **Cancel** (Cancel).
11. To return to the previous screen, click the **Return to Process Objectives** (Return to Process Objectives) button.

(This is a partial screenshot of the Outcome Objectives Edit Form.)

## Tips

- If the objective is in conjunction with a program, goal, or event the application will not allow you to delete the objective you must set it to Inactive.

## PROGRAM

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The Program module allows you to choose either a local innovative program or a Science-based program and enter the appropriate information related to the program.

### Programs

There are three types of programs:

1. Local Programs are programs used for Prevention but not yet evaluated by SAMHSA to be proven effective.
2. Science-Evidence Based Programs are programs proven effective according SAMHSA. The types include: Effective – Produce a consistent positive pattern of results, Model – Well implemented and well-evaluated, and Promising – Demonstrate positive outcomes in preventing substance abuse.
3. South Carolina State Programs are the state programs listed on the program page. Please ensure that you are using the descriptions provided as you enter these programs. Otherwise, upon review, they will have to be corrected.



## Adding a Local Innovative Program

1. Click **Program** from the Menu.
2. Click **Program** from the submenu.
3. Click **Add** (Add) button from the left toolbar.

4. Select **Local Innovative** as your program type by clicking the radio button.
5. Enter the **Program Name\***.
6. Enter the description of the program in the **Description\*** textbox.
7. Select the type of contract from the **Contract Name\*** dropdown menu.
8. Select your funding source from the **Choose Funds\*** dropdown menu. You can select multiple entries for the Funds.

\*Note: Once a funding source is selected, it will appear in the **Funding Sources\*** box directly below the **Choose Funds\*** dropdown menu. \*Note: Use the "Other" choice for non-DAODAS-funded efforts only.

- a. To remove a fund from the list, click on the fund and then click the **Remove** button to return it to the **Choose Funds\*** list.

9. Select the type of program from the **Program Type\*** dropdown menu.  
\*Note: The only programs that may include Single Service activities are those that have a Program Type of "Universal-Indirect".
10. Select the strategy the program belongs to using the **Strategy Type** checkboxes.
11. The **Status\*** is automatically defaulted to Active.
  - a. Active: currently in use. (can be viewed in other screens)
  - b. Inactive: no longer in use. (will not appear on other screens or reports)
12. Enter the number of **Required Sessions** and **Required Hours** in the corresponding fields.
13. Select the **Process Objectives\*** from the dropdown menu to link to this

(This is a partial screenshot of the Program Edit Form.)

(This is a partial screenshot of the Local Innovative Program Edit Form.)

(This is a partial screenshot of the Local Innovative Program Edit Form.)

program. Repeat this process to add more objectives to the program.

**\*Note:** Once an objective is selected, it will appear in the box directly below the **Objective\*** dropdown menu.

- a. To remove an objectives, click on the objective and then click on the **Remove** button to return it to the **Process Objectives\*** list.

14. Enter the name of the grant/contract in the **Grant/Contract\*** field or select the appropriate grant/contract from the **Choose Existing Grant** dropdown menu.

15. If desired, fill in the **Notes** box if you wish to enhance the pre-populated description of a science based program.

16. Select the survey instrument from the **Select Instruments** dropdown menu. You can select multiple entries for the **survey**.

**\*Note:** If you will be doing Assessments for groups or clients, you must select an Instrument.

**\*Note:** If the program is using the DAODAS Standard Survey, that choice must be selected. There is no reason to select anything else in this box.

- a. Click the **Apply** (Apply) button.

**\*Note:** Once an Instrument is selected, it will appear in the box directly below the **Select Instrument** dropdown menu.

- b. For information about the selected instrument, click the **Info.** (Info.) button

- c. To remove a survey from the list, select the survey and then click the **Remove** button to return it to the **Select Instruments** list.

17. Enter the **Yearly Material Cost\***.

**\*Note:** If the Yearly Material Cost is unknown you can enter 0 but this must be edited or you will be asked to correct this.

18. Enter the **Yearly Training Cost\***.

**\*Note:** If the Yearly Training Cost is unknown you can enter 0 but this must be edited or you will be asked to correct this.

19. Click the **Save** (Save) button from the left toolbar.

**\*Note:** To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.

The screenshot shows a web form with the following elements: a 'Grant/Contract\*' field with 'TM705' entered; a 'Choose Existing Grant' dropdown menu also showing 'TM705'; a 'Notes' text area; a 'Select Instruments' dropdown menu with 'Age at First Use' selected; an 'Info.' button and an 'Apply' button next to the instrument dropdown; a large empty text box below the instrument dropdown; a 'Yearly Material Cost\*' field with an empty input box and a 'Lock Material Cost' button; and a 'Yearly Training Cost\*' field with an empty input box and a 'Lock Training Cost' button.

(This is a partial screenshot of the Local Innovative Program Edit Form.)

You will now have to add your groups to the program. Click the **Add, Edit or View Groups** button. (For more instructions on adding a group, see [Adding a Group.](#))

## Tips

### Yearly Material Costs - Items directly related/required for program implementation

- Participate/training manuals/workbooks for the program
- Incentives for participants of program/strategy (food, snacks, gift cards, t-shirts, etc.)
- Law enforcement equipment directly used with environmental strategies
- Laptops *if needed for program implementation* (PAW or PYW program that is CD-ROM based)
- Printed materials for programs/strategies (brochures, pamphlets, etc.)
- Do not include general office supplies or copying cost

### Yearly Training Costs

- Training costs for any person that delivers the program for the fiscal year. Actual costs such as registration fee/trainer fee, travel (actual expenditures for lodging, transportation, per diem).
- Training costs should be limited to those that are directly applicable to the program/strategy and are used in that fiscal year.

## Adding a Science-Evidence Based Program

1. Click **Program** from the Menu.
2. Click **Program** from the submenu.
3. Click **Add** (Add) button from the left toolbar.
4. Select **Science-Evidence Based** as the program type by clicking the radio button.
5. Select which type of program you want to add (*Model Program*, *Effective Program*, or *Promising Approach*) from the **Science-Based** dropdown menu.
6. Select the **Program** from the next dropdown menu.
  - a. If you want to obtain detailed information about the program, click on the **Info.** (Info) button.
  - b. Click on the **Apply** (Apply) button. The **Program Name\*** and **Description\*** will be filled in for you.
7. Select the type of contract from the **Contract Name\*** dropdown menu.
8. Select your funding source from the **Choose Funds\*** dropdown menu. You can select multiple entries for the Funds.
 

*\*Note:* Once a funding source is selected, it will appear in the **Funding Sources\*** box directly below the **Choose Funds\*** dropdown menu. *\*Note:* Use the "Other" choice for non-DAODAS-funded efforts only.

  - a. To remove a fund from the list, click on the fund and then click the **Remove** button to return it to the **Choose Funds\*** list.

(This is a partial screenshot of the Program Edit Form.)

(This is a partial screenshot of the Science Based Program Edit Form.)

9. Select the **Program Type\*** from the dropdown menu.  
 \*Note: The only programs that may include Single Service activities are those that have a Program Type of "Universal-Indirect".
10. Select the strategy the program belongs to using the **Strategy Type** checkboxes.
11. The **Status\*** is automatically defaulted to Active.
  - a. Active: currently in use. (can be viewed in other screens)
  - b. Inactive: no longer in use. (will not appear on other screens or reports)
12. Enter the number of **Required Sessions** and **Required Hours** in the corresponding fields.
13. Select the **Process Objectives\*** from the dropdown menu to link to this program. Repeat this process to add more objectives to the program.  
 \*Note: Once an objective is selected, it will appear in the box directly below the **Objective\*** dropdown menu.
  - a. To remove an objectives, click on the objective and then click on the **Remove** button to return it to the **Process Objectives\*** list.
14. Enter the name of the grant/contract in the **Grant/Contract\*** field or select the appropriate grant/contract from the **Choose Existing Grant** dropdown menu.
15. If desired, fill in the **Notes** box if you wish to enhance the pre-populated description of a science based program.
16. Select the survey instrument from the **Select Instruments** dropdown menu. You can select multiple entries for the **survey**.  
 \*Note: If you will be doing Assessments for groups or clients, you must select an **Instrument**.  
 \*Note: If the program is using the DAODAS Standard Survey that choice must be selected. There is no reason to select anything else in this box.
  - a. Click the **Apply** (Apply) button.  
 \*Note: Once an Instrument is selected, it will appear in the box directly below the **Select Instrument** dropdown menu.
  - b. To remove a survey from the list, click on the survey and then click the **Remove** button to return it to the **Select Instruments** list.
17. Enter the **Yearly Material Cost\***.  
 \*Note: If the Yearly Material Cost is unknown you can enter 0 but this must be edited or you will be asked to correct this.  
 \*Note: For information on Yearly Material Costs, refer to the [Yearly Material Costs](#) tip.


(This is a partial screenshot of the Science Based Program Edit Form.)


(This is a partial screenshot of the Science Based Program Edit Form.)

18. Enter the **Yearly Training Cost\***.

\*Note: If the Yearly Training Cost is unknown you can enter 0 but this must be edited or you will be asked to correct this.

\*Note: For information on Yearly Training Costs, refer to the [Yearly Training Costs](#) tip.

19. Click the  (**Save**) button from the left toolbar.

\*Note: To exit this screen without saving any changes, click the  (**Cancel**) button from the left toolbar.

You will now have to add your groups to the program. Click the  button. (For more instructions on adding a group, see [Adding a Group](#).)

## Adding a SC State Program

1. Click **Program** from the Menu.
2. Click **Program** from the submenu.
3. Click **Add** (Add) button from the left toolbar.
4. Select **SC State Program** as the program type by clicking the radio button.
5. Select which type of program you want to add from dropdown menu.
  - a. If you want to obtain detailed information about the program, click on the **Info.** (Info) button.
  - b. Click on the **Apply** (Apply) button. The **Program Name\*** and **Description\*** will be filled in for you.
6. Select the type of contract from the **Contract Name\*** dropdown menu.
7. Select your funding source from the **Choose Funds\*** dropdown menu. You can select multiple entries for the Funds.

**\*Note:** Once a funding source is selected, it will appear in the **Funding Sources\*** box directly below the **Choose Funds\*** dropdown menu. **\*Note:** Use the "Other" choice for non-DAODAS-funded efforts only.

  - a. To remove a fund from the list, click on the fund and then click the **Remove** button to return it to the **Choose Funds\*** list.

The screenshot shows the 'Program' edit form with the 'Science-Based' section selected. The 'Model Program' dropdown is set to 'Project SUCCESS'. The 'Program Name\*' field contains 'Project SUCCESS'. The 'Description\*' field contains a detailed description of the Project SUCCESS program. The 'Contract Name\*' dropdown is set to 'Youth'. The 'Funding Sources\*' field contains 'State Funding'. The 'Program Type\*' dropdown is set to 'Selective'. The left toolbar shows buttons for Search, Add, Edit, Save, Delete, Print, and Help. The top navigation bar includes Assessment, Planning, Program, Activities, Reports, Coalition, KnowledgeBase, Administration, Transfer Tools, Support, and Log Off.

(This is a screenshot of the Program Edit Form.)

This partial screenshot shows the 'SC State Program' radio button selected. The 'Program Name\*' field contains 'Alcohol Compliance Checks'. The 'Description\*' field is empty. The 'Contract Name\*' dropdown is set to 'Youth'. The 'Choose Funds\*' dropdown is empty. The 'Funding Sources\*' field is empty. The 'Info.' and 'Apply' buttons are highlighted with orange boxes and labeled 'SC State Program radio button' and 'Apply button' respectively. The left toolbar shows buttons for Search, Cancel, Edit, Save, Delete, Print, and Help. The top navigation bar includes Assessment, Planning, Program, Activities, Reports, Coalition, KnowledgeBase, Administration, Transfer Tools, Support, and Log Off.

(This is a partial screenshot of the SC State Program Edit Form.)

8. Select the **Program Type\*** from the dropdown menu.  
 \*Note: The only programs that may include Single Service activities are those that have a Program Type of "Universal-Indirect".
9. Select the strategy the program belongs to using the **Strategy Type** checkboxes.
10. The **Status\*** is automatically defaulted to Active.
  - a. Active: currently in use. (can be viewed in other screens)
  - b. Inactive: no longer in use. (will not appear on other screens or reports)
11. Enter the number of **Required Sessions** and **Required Hours** in the corresponding fields.
12. Select the **Process Objectives\*** from the dropdown menu to link to this program. Repeat this process to add more objectives to the program.  
 \*Note: Once an objective is selected, it will appear in the box directly below the **Objective\*** dropdown menu.
  - a. To remove an objectives, click on the objective and then click on the **Remove** button to return it to the **Process Objectives\*** list.
13. Enter the name of the grant/contract in the **Grant/Contract\*** field or select the appropriate grant/contract from the **Choose Existing Grant** dropdown menu.
14. If desired, fill in the **Notes** box if you wish to enhance the pre-populated description of a science based program.
15. Select the survey instrument from the **Select Instruments** dropdown menu. You can select multiple entries for the **survey**.  
 \*Note: If you will be doing Assessments for groups or clients, you must select an **Instrument**.  
 \*Note: If the program is using the DAODAS Standard Survey that choice must be selected. There is no reason to select anything else in this box.
  - a. Click the **Apply** (Apply) button.  
 \*Note: Once an Instrument is selected, it will appear in the box directly below the **Select Instrument** dropdown menu.
  - b. To remove a survey from the list, click on the survey and then click the **Remove** button to return it to the **Select Instruments** list.

This is a partial screenshot of the SC State Program Information Edit Form. It shows the following fields and options:

- Program Type\***: A dropdown menu.
- Strategy Type**: A group of checkboxes including Information Dissemination, Education, Alternatives, Community- Based Process, Environmental Management Strategy, and Problem Identification and Referral.
- Status\***: A dropdown menu with "Active" selected.
- Required Sessions**: A text input field.
- Required Hours**: A text input field.
- Process Objectives\***: A dropdown menu with a list of objectives below it.

(This is a partial screenshot of the SC State Program Information Edit Form.)

This is a partial screenshot of the SC State Program Edit Form. It shows the following fields and options:

- Grant/Contract\***: A text input field with "TM705" entered.
- Choose Existing Grant**: A dropdown menu with "TM705" selected.
- Notes**: A text area for notes.
- Select Instruments**: A dropdown menu with "Age at First Use" selected.
- Info.** and **Apply** buttons.
- A list of selected instruments below the dropdown menu.

(This is a partial screenshot of the SC State Program Edit Form.)



16. Enter the **Yearly Material Cost\***.

**\*Note:** If the Yearly Material Cost is unknown you can enter 0 but this must be edited or you will be asked to correct this.

**\*Note:** For information on Yearly Material Costs, refer to the [Yearly Material Costs](#) tip.

- a. If desired, click the **Lock Material Cost** (Lock Material Cost) button.

Once the **Yearly Material Cost** has been locked, it cannot be edited.

17. Enter the **Yearly Training Cost\***.

**\*Note:** If the Yearly Training Cost is unknown you can enter 0 but this must be edited or you will be asked to correct this.

**\*Note:** For information on Yearly Training Costs, refer to the [Yearly Training Costs](#) tip.

- a. If desired, click the **Lock Training Cost** (Lock Training Cost) button.

Once the **Yearly Training Cost** has been locked, it cannot be edited.

18. Click the **Save** (Save) button from the left toolbar.

**\*Note:** To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.



Yearly Material Cost\*  **Lock Material Cost**

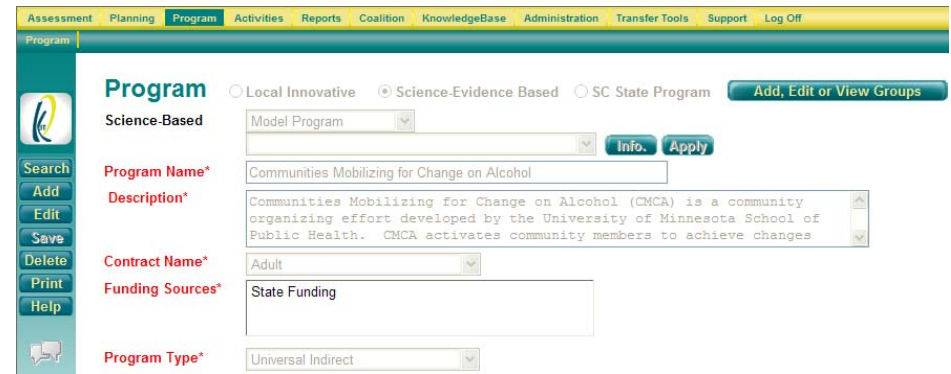
Yearly Training Cost\*  **Lock Training Cost**

(This is a partial screenshot of the SC State Program Edit Form.)

You will now have to add your groups to the program. Click the **Add, Edit or View Groups** button. (For more instructions on adding a group, see [Adding a Group](#).)

## Editing a Program

1. Click **Program** from the Menu.
  2. Click **Program** from the submenu.
  3. Locate the program you wish to edit by clicking the **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)
  4. Click the **Select** (Select) button to the right of the desired program.
  5. Click the **Edit** (Edit) button from the left toolbar.
  6. Make any changes needed to the details.
  7. Click the **Save** (Save) button from the left toolbar.
- \*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.



The screenshot shows the 'Program' edit form in a web application. The top navigation bar includes 'Assessment', 'Planning', 'Program', 'Activities', 'Reports', 'Coalition', 'KnowledgeBase', 'Administration', 'Transfer Tools', 'Support', and 'Log Off'. The left sidebar has buttons for 'Search', 'Add', 'Edit', 'Delete', 'Print', and 'Help'. The main form area is titled 'Program' and has radio buttons for 'Local Innovative', 'Science-Evidence Based' (selected), and 'SC State Program'. There is an 'Add, Edit or View Groups' button. Below these are fields for 'Model Program', 'Program Name\*' (Communities Mobilizing for Change on Alcohol), 'Description\*' (Communities Mobilizing for Change on Alcohol (CMCA) is a community organizing effort developed by the University of Minnesota School of Public Health. CMCA activates community members to achieve changes), 'Contract Name\*' (Adult), 'Funding Sources\*' (State Funding), and 'Program Type\*' (Universal Indirect). There are 'Info' and 'Apply' buttons.

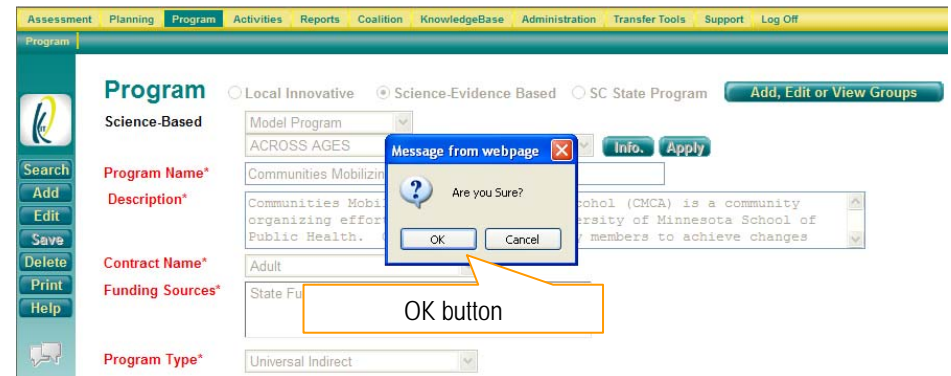
(This is a partial screenshot of the Program Edit Form.)

## Tips

- You will not be able to edit the Program Name and Description for Science-Evidence Based programs.
- Once the Material and Training Costs have been locked, they cannot be edited.

## Deleting a Program

1. Click **Program** from the Menu.
  2. Click **Program** from the submenu.
  3. Locate the program you wish to delete by clicking the **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)
  4. Click the **Select** (Select) button to the right of the desired program.
  5. Click the **Delete** (Delete) button from the left toolbar.
  6. A prompt appears stating "Are you sure?". Click the **OK** (OK) button.
- \*Note: To cancel this deletion, click **Cancel** (Cancel).



This screenshot is similar to the one above but includes a confirmation dialog box titled 'Message from webpage' with the question 'Are you Sure?'. The dialog has 'OK' and 'Cancel' buttons. An orange arrow points from the text 'OK button' to the 'OK' button in the dialog. The background form shows the same fields as the previous screenshot, but the 'Program Name' and 'Description' fields are now disabled (grayed out).

(This is a partial screenshot of the Program Edit Form.)

## Tips

- If the program has been used in conjunction with an event or assessment, the application will not allow you to delete the program until everything associated with the program has been deleted.

## Groups

The following section will show you how to enter a group from the Program area.

### Adding a Group

1. Click **Program** from the Menu.
2. Click **Program** from the submenu.
3. Locate the program you wish to add a group to by clicking the **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions)
4. Click the **Select** (Select) button to the right of the desired program.
5. Click the **Add, Edit or View Groups** (Add, Edit or View Groups) button.
6. Click the **Add** (Add) button from the left toolbar.
7. The **Program Name\*** and **Description\*** are already filled in for you. Ensure that this is the correct program you would like to add a group to.
8. Enter a name for the group in the **Group Name\*** field.
9. Click the **Save** (Save) button from the left toolbar.  
\*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.
  - a. To return to the Programs screen, click the **Return to Program** (Return to Program) button.

Assessment Planning **Program** Activities Reports Coalition KnowledgeBase Administration Transfer Tools Support Log Off

Program

**Program** ☐ Local Innovative ☒ Science-Evidence Based ☐ SC State Program **Add, Edit or View Groups**

Science-Based Model Program

**Program Name\*** ACROSS AGES

**Description\*** The Across Ages Program is a Pennsylvania, that successful and enhanced their ability to

**Contract Name\*** Youth

**Funding Sources\*** Block Grant

Search Add Edit Save Delete Print Help

(This is a partial screenshot of Program Edit Form.)

Assessment Planning **Program** Activities Reports Coalition KnowledgeBase Administration Transfer Tools Support Log Off

Program

**Group** **Return to Program**

**Program Name\*** ACROSS AGES

**Description\*** The Across Ages Program is a mentoring initiative in Philadelphia, that successfully improved adolescents social competence and enhanced their ability to resist substance use. A

**Group Name\*** Existing Groups

Search Cancel Edit Save Delete Print Help

(This is a sample screenshot of the Group Edit Form.)

### Tips

- To ensure consistency, determine a unique naming structure for the **Group Name\*** prior to adding groups.

## Editing a Group

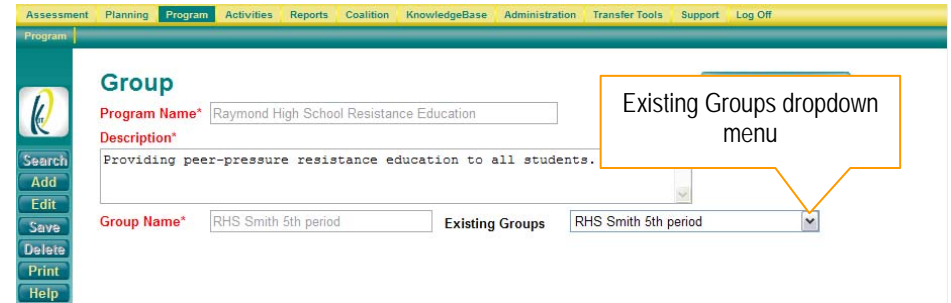
1. Click **Program** from the Menu.
2. Click **Program** from the submenu.
3. Locate the program of the group you wish to edit by clicking the **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions)
4. Click the **Select** (Select) button to the right of the desired program.
5. Click the **Add, Edit or View Groups** (Add, Edit or View Groups) button.
6. Use the **Existing Groups** dropdown menu to locate the group you wish to edit.
7. Click the **Edit** (Edit) button from the left toolbar.
8. Make any changes needed to the details.
9. Click the **Save** (Save) button from the left toolbar.  
\*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.

## Deleting a Group

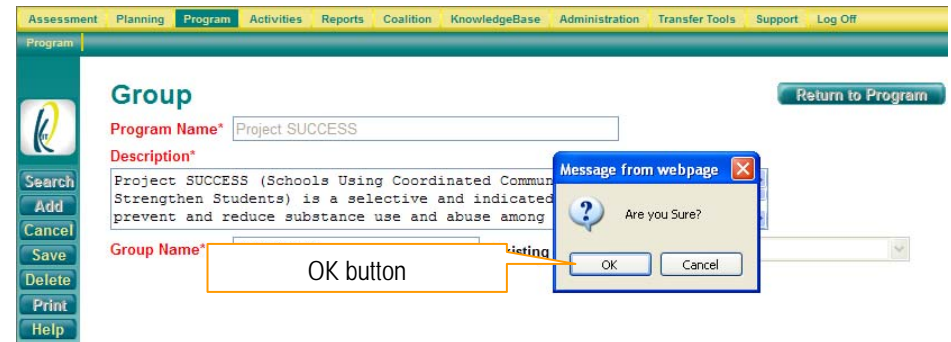
1. Click **Program** from the Menu.
2. Click **Program** from the submenu.
3. Locate the program of the group you wish to delete by clicking the **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions)
4. Click the **Select** (Select) button to the right of the desired program.
5. Click the **Add, Edit or View Groups** (Add, Edit or View Groups) button.
6. Use the **Existing Groups** dropdown menu to locate the group you wish to delete.
7. Click the **Delete** (Delete) button from the left toolbar.
8. A prompt appears stating "Are you sure?". Click the **OK** (OK) button.  
\*Note: To cancel this deletion, click **Cancel** (Cancel).

### Tips

- You will NOT be able to edit or delete a Group if it is used in conjunction with an event.



(This is a sample screenshot of the Group Page.)



(This is a sample screenshot of the Group Page.)




## ACTIVITIES

This section of the South Carolina DAODAS Service allows you to manage the Single and Recurring Services.

### Data Collection Forms

The Data Collection Forms is an archive of forms that are used to collect data for input into the application.


#### Viewing a Data Collection Form

1. Click **Activities** from the Menu.
2. Click **Data Collection Forms** from the submenu.  
\*Note: You can also access these forms from the  (Print Data Collection Forms) button located on each of the **Activity** screens.
3. Select the appropriate form from the **Choose Report** dropdown menu.
4. Click the  (**Show**) button from the left toolbar.
5. The form will open in a new window.
6. To close the open window, click on the  in the upper right-hand corner.



(This is a sample screenshot of the Data Collection Forms Listing Page.)

#### Tips

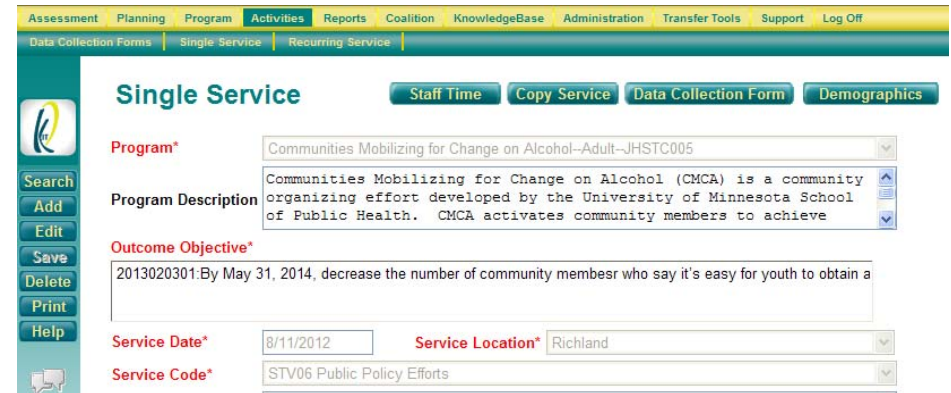
- If you have a pop-up blocker on your computer, hold the Ctrl key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).
- The Data Collection forms are also available on the Service pages (Single Service, Recurring Service) by clicking the  (Print Data Collection Form) button.

## Single Service

Single Services are one-time prevention activities that may or may not be based upon theory and/or empirical evidence of a prevention effect. One-time prevention events include annual events like Red Ribbon Day, school assemblies, health fairs, etc. and may or may not be replicable across settings.

### Adding a Single Service

1. Click **Activities** from the Menu.
2. Click **Single Service** from the submenu.
3. Click **Add** (Add) button from the left toolbar.

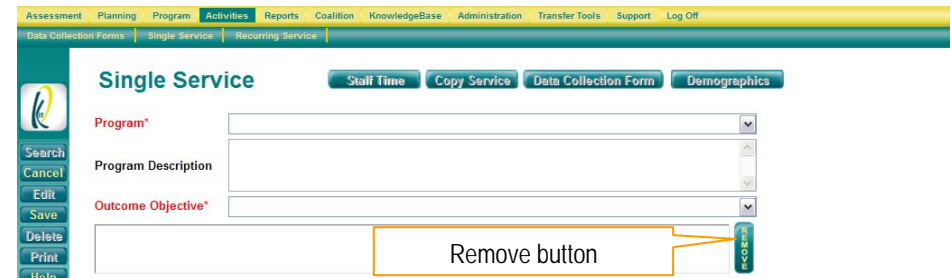


This screenshot shows the 'Single Service' edit form with the following data:

- Program\***: Communities Mobilizing for Change on Alcohol-Adult-JHSTC005
- Program Description**: Communities Mobilizing for Change on Alcohol (CMCA) is a community organizing effort developed by the University of Minnesota School of Public Health. CMCA activates community members to achieve
- Outcome Objective\***: 2013020301:By May 31, 2014, decrease the number of community members who say it's easy for youth to obtain a
- Service Date\***: 8/11/2012
- Service Location\***: Richland
- Service Code\***: STV06 Public Policy Efforts

(This is a partial screenshot of the Single Service Edit Form.)

4. Select the appropriate **Program\*** from the dropdown menu.
  - a. The **Program Description** will fill in automatically for you.
5. Select the appropriate **Outcome Objective\*** from the dropdown menu. You can select multiple entries for the **Objective**.
  - a. To remove one of the Outcome Objectives from the list, click on the objective and then click the **Remove** button to return it to the **Outcome Objective\*** list.



This screenshot shows the 'Single Service' edit form with the 'Program\*' and 'Outcome Objective\*' dropdown menus. A red box highlights the 'Remove' button next to the 'Outcome Objective\*' list.

(This is a partial screenshot of the Single Service Edit Form.)



6. Enter the date of the event in the **Service Date\*** field as mm/dd/yyyy.
7. Select a **Service Location\*** from the dropdown menu to indicate what county the event took place.
8. Select a **Service Code\*** from the dropdown menu.

**\*Note:** If you are unsure of which Service Code to select, select the one that best represents the activity.

- a. The **Count Method** will be filled in automatically for you based off of the **Service Code\*** selected.

**\*Note:** The **Service Code\*** dictates the method of counting required; this will be specified in the **Count Method** field. Depending on the service code, different counts will be required. For example: A Health Fair counts the number of attendees not the actual count of people that visited your booth.

9. Select the appropriate **Service Population\*** from the dropdown menu.
10. Fill in the **Count\*** field with the appropriate number of attendees or other measure specified by the **Service Code/Count Method**.

11. Select the **Session Length\*** for the number of hours (Hrs.) and minutes (Min.) the event lasted from the **Hrs.** and **Min.** dropdown menus.

12. Select the appropriate **Session Content\*** from the dropdown menu.

13. If desired, enter the **Name of Group** (if new), or select the **Name of Group** from the **Choose Existing Groups** dropdown menu (if the group was already created).

**\*Note:** The **Name of Group** is a short phrase which can be used to identify the individuals that attended the event. If the **Name of Group** is not filled in then it will default to 'No Group'.

14. Enter a brief description of the event in the **Service Activity\*** field.

15. Click the **Save** (Save) button from the left toolbar.

**\*Note:** To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.

A partial screenshot of the Single Service Edit Form. On the left is a teal sidebar with a 'help' icon. The main form area contains several fields: 'Service Date\*' with a date input field, 'Service Location\*' with a dropdown menu, 'Service Code\*' with a dropdown menu, 'Count Method' with a dropdown menu, 'Service Population\*' with a dropdown menu, and 'Count\*' with a text input field.

(This is a partial screenshot of the Single Service Edit Form.)

A partial screenshot of the Single Service Edit Form. On the left is a teal sidebar. The main form area contains: 'Session Length\*' with two dropdown menus for 'Hrs.' and 'Min.', 'Session Content\*' with a dropdown menu, 'Name of Group' with a text input field, 'Choose Existing Groups' with a dropdown menu, and 'Service Activity\*' with a large text area.

(This is a partial screenshot of the Single Service Edit Form.)

## Tips

- Remember that curriculum programs and other programming where you take attendance are Recurring Services. All others are generally Single Services
- If you select the group named 'Planning Group' then select the following:
  - Service Code – 'STC 10 Systematic Planning'
  - Service Population – select population working with to plan program
- If you select the group named 'Planning Group' then you will not be able to add 'Direct' staff time, only 'Indirect' time.
- If you enter 0 in the Count field, you will not be able to enter 'Direct' staff time, only 'Indirect' time.
- You must update the Demographics after saving services. (For more information on updating demographics, see [Updating Service Demographics](#))



## Editing a Single Service

1. Click **Activities** from the Menu.
2. Click **Single Services** from the submenu.
3. Locate the service you wish to edit by clicking the **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)
4. Click the **Select** (Select) button to the right of the desired service.
5. Click the **Edit** (Edit) button from the left toolbar.
6. Make any changes needed to the details.
7. Click the **Save** (Save) button from the left toolbar.  
 \*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.

(This is a sample screenshot of the Single Service Edit Form.)

## Deleting a Single Service

1. Click **Activities** from the Menu.
2. Click **Single Services** from the submenu.
3. Locate the service you wish to delete by clicking the **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)
4. Click the **Select** (Select) button to the right of the desired service.
5. Click the **Delete** (Delete) button from the left toolbar.
6. A prompt appears stating "Are you sure?". Click the **OK** (OK) button.  
 \*Note: To cancel this deletion, click **Cancel** (Cancel).

(This is a sample screenshot of the Single Service Edit Form.)

## Using the Copy Service Button

The **Copy Service** button is used to shorten data entry for events with similar details. Once the **Copy Service** button is selected, most of the information is automatically filled in for you but you may need to change data for some of the fields that may be different. Use the steps below to utilize the **Copy Service** feature.

1. Click **Activities** from the Menu.
  2. Click **Single Services** from the submenu.
  3. Locate an event that has already been entered into the application that is similar to the service that needs to be entered by clicking the **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)
  4. Click the **Select** (Select) button to the right of the desired service.
  5. Select the **Copy Service** (Copy Service) button. This will begin a new record. The only field that must be filled in is the **Service Date\***. Any other information may be edited to suit this new event.
  6. Make any changes needed to the details.
  7. Click the **Save** (Save) button from the left toolbar.
- \*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.

The screenshot shows the 'Single Service' edit form. At the top, there's a navigation bar with tabs: Assessment, Planning, Program, Activities, Reports, Coalition, KnowledgeBase, Administration, Transfer Tools, Support, and Log Off. Below this, there's a sub-navigation bar with 'Data Collection Forms', 'Single Service', and 'Recurring Service'. The 'Single Service' tab is selected. The main form area has a title 'Single Service' and four buttons: 'Staff Time', 'Copy Service', 'Data Collection Form', and 'Demographics'. The 'Copy Service' button is highlighted with an orange box and labeled 'Copy Service button'. The form contains several text fields: 'Program\*' (with a dropdown menu showing 'Communities Mobilizing for Change on Alcohol'), 'Program Description' (with a text area containing 'Communities Mobilizing for organizing effort developed of Public Health. CMCA activates community members to achieve'), 'Outcome Objective\*' (with a text area containing '2013020301:By May 31, 2014, decrease the number of community members who say it's easy for youth to obtain a'), 'Service Date\*' (with a date field showing '8/11/2012'), and 'Service Location\*' (with a dropdown menu showing 'Richland'). On the left side of the form, there's a vertical toolbar with buttons: Search, Add, Edit, Save, Delete, Print, and Help.

(This is a sample screenshot of Single Service Edit Form.)

## Recurring Service

The Recurring Service allows you to enter a service that is delivered more than one time to the same group.

### Adding a Recurring Service

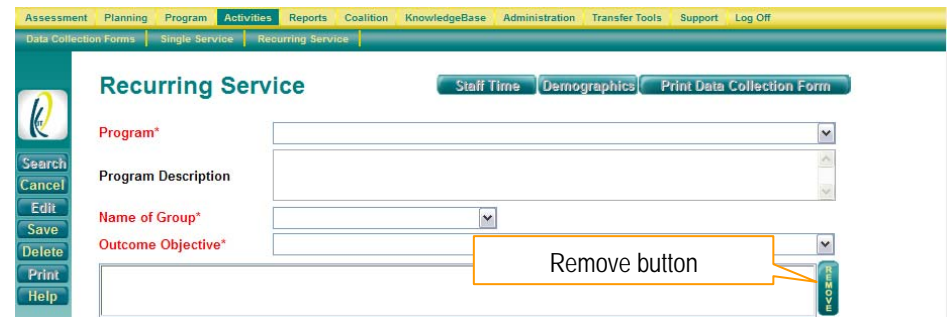
1. Click **Activities** from the Menu.
  2. Click **Recurring Service** from the submenu.
  3. Click **Add** (Add) button from the left toolbar.
4. Select the appropriate **Program\*** from the dropdown menu.
    - a. The **Program Description** will automatically be filled in for you.
  5. Select the **Name of Group\*** from the dropdown menu.

*\*Note:* If the desired Group is not listed in the dropdown menu, refer to [Adding a Group](#).
  6. Select the appropriate **Outcome Objective\*** from the dropdown menu. You can select multiple entries for the **Objective**.
    - a. To remove an Outcome Objective from the list, click on the objective and then click the **Remove** button.



The screenshot shows the 'Recurring Service' edit form. The top navigation bar includes 'Assessment', 'Planning', 'Program', 'Activities', 'Reports', 'Coalition', 'KnowledgeBase', 'Administration', 'Transfer Tools', 'Support', and 'Log Off'. Below this is a sub-menu with 'Data Collection Forms', 'Single Service', and 'Recurring Service'. The left toolbar contains 'Search', 'Add', 'Edit', 'Save', 'Delete', 'Print', and 'Help'. The form fields are: 'Program\*' with a dropdown menu showing 'Project SUCCESS--Youth~JHSTC005'; 'Program Description' with a text area containing 'Project SUCCESS (Schools Using Coordinated Community Efforts to Strengthen Students) is a selective and indicated program designed to prevent and reduce substance use and abuse among high-'; 'Name of Group\*' with a dropdown menu showing 'MMS Grade 8'; and 'Outcome Objective\*' with a text area containing '2013020201:By May 31, 2014, 80% of youth ages 12 to 20 will report perceiving underage alcohol use to be harmfu'. At the top right of the form are buttons for 'Staff Time', 'Demographics', and 'Print Data Collection Form'.

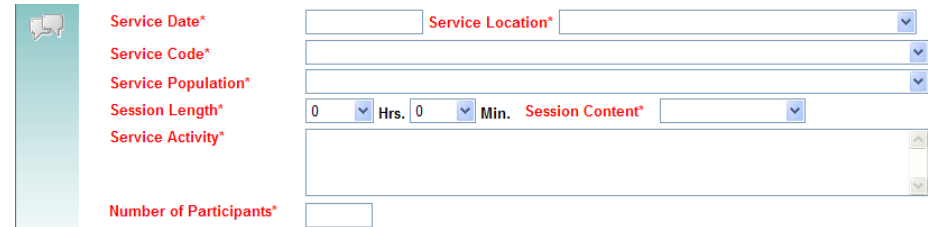
(This is a partial screenshot of the Recurring services Edit Form.)



The screenshot shows the 'Recurring Service' edit form with empty fields. The top navigation bar and sub-menu are the same. The left toolbar is the same. The form fields are: 'Program\*' with an empty dropdown menu; 'Program Description' with an empty text area; 'Name of Group\*' with an empty dropdown menu; and 'Outcome Objective\*' with an empty text area. A callout box labeled 'Remove button' points to a small 'Remove' button located at the bottom right of the 'Outcome Objective\*' text area. At the top right of the form are buttons for 'Staff Time', 'Demographics', and 'Print Data Collection Form'.

(This is a partial screenshot of Recurring Service Edit Form.)

7. Enter the date of the event in the **Service Date\*** field as mm/dd/yyyy.
8. Select a **Service Location\*** from the dropdown menu to indicate what county the event took place.
9. Select a **Service Code\*** from the dropdown menu.  
 \*Note: If you are unsure of which Service Code to select, select the one that best represents the activity.
10. Select the appropriate **Service Population\*** from the dropdown menu.
11. Select the **Session Length\*** for the number of hours (Hrs.) and minutes (Min.) the event lasted from the **Hrs.** and **Min.** dropdown menus.
12. Select the **Session Content\*** from the dropdown menu.
13. Enter a brief description of the event in the **Service Activity\*** field.
14. Fill in the **Number of Participants\*** field with the appropriate number of attendees.
15. Click the **Save** (Save) button from the left toolbar.  
 \*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.



(This is a sample screenshot of the Recurring Service Edit Form.)

## Tips

- Remember that curriculum programs and other programming where you take attendance are Recurring Services. All others are generally Single Services.
- If you select the group named 'Planning Group' then select the following:  
 Service Code - 'STC 10 Systematic Planning'  
 Service Population – Select population working with to plan program
- If you select the group named 'Planning Group' then you will not be able to add 'Direct' staff time, only Indirect Time.
- If you enter 0 in the Count field, you will not be able to enter 'Direct' staff time, only 'Indirect staff time'.
- You must enter Staff Time after saving a Single Service. Once you save a Recurring Service, you will be taken directly to the Staff Time screen. The screen will open in edit mode. (For more information on entering staff time, see [Updating Staff Service Time](#))

## Editing a Recurring Service

1. Click **Activities** from the Menu.
  2. Click **Recurring Services** from the submenu.
  3. Locate the service you wish to edit by clicking the **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)
  4. Click the **Select** (Select) button to the right of the desired service.
  5. Click the **Edit** (Edit) button from the left toolbar.
  6. Make any changes needed to the details.
  7. Click the **Save** (Save) button from the left toolbar.
- \*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.

(This is a partial screenshot of the Recurring Service Edit Form.)

## Deleting a Recurring Service

1. Click **Activities** from the Menu.
  2. Click **Single Services** from the submenu.
  3. Locate the service you wish to delete by clicking the **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)
  4. Click the **Select** (Select) button to the right of the desired service.
  5. Click the **Delete** (Delete) button from the left toolbar.
  6. A prompt appears stating "Are you sure?". Click the **OK** (OK) button.
- \*Note: To cancel this deletion, click **Cancel** (Cancel).

(This is a partial screenshot of the Recurring Service Edit Form.)



## Service Demographics

After saving a Single or Recurring Service, the **Demographics** button becomes active allowing you to enter in the demographics of your service participants.

### Updating Service Demographics

1. After clicking the **Save** (Save) button for a service, click the **Demographics** button.
2. Enter the number of participants by race, gender, age group and ethnicity.  
*\*Note: All subcategories must equal the total number of participants entered for the service.*
3. Click the **Save** (Save) button to save your information.  
*\*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.*
  - a. To return to the Service screen, click the **Return To Service** (Return to Service) button.

The screenshot shows the 'Service Demographics' form with the following data:

Participants By Race *	
Black	0
American Native	0
White	0
Other	0
Asian	0
H/P Islander	0
Multi-Racial	0

Participants By Gender *	
Male	0
Female	0

Participants By Age Group *	
0 - 4	0
12 - 14	0
18 - 20	0
25 - 44	0
65 +	0
5 - 11	0
15 - 17	0
21 - 24	0
45 - 64	0

Participants By Ethnicity *	
Hispanic	0
Non-Hispanic	0

(This is a sample screenshot of the Service Demographics Edit Form.)

### Tips

- Each section (Race, Gender, Age, and Ethnicity) must equal the Total Number of Participants entered in the **Count** or **Number of Participants** field.

## Staff Service Time

Staff service time tied to a particular service is entered from the Staff Service Time page. This time is in the form of direct service hours (time actually performing the service) as well as indirect service hours (time spent planning, traveling, and evaluating this service).

### Updating Staff Service Time

1. After saving an Activity record, click the **Staff Time** (Staff Time) button to enter your staff's direct or indirect service time.
2. Click the **Edit** (Edit) button from the left toolbar.
3. Enter the staff member's *Direct Service (hrs.)* and *Indirect Service (hrs.)* by entering the number of hours in the appropriate fields. The minutes are entered as decimals (e.g. 15 minutes is .25 hrs, 30 minutes is .5 hrs).
4. Click the **Save** (Save) button from the left toolbar.  
**\*Note:** To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.
5. Click the **Return To Service** (Return To Service) button to return to the event.

### Staff Service Time

**Return To Service**

*Examples*  
2.25 is 2 Hours and 15 Minutes  
2.5 is 2 Hours and 30 Minutes  
2.75 is 2 Hours and 45 Minutes

Staff Name	Direct Service(hrs.)	Indirect Service(hrs.)
Tiffany Williams	0	0
Account Administrator	0	0
Mary Jones	0	0
John Smith	0	0
Laurie Scott	0	0
Brian Jones	0	0

(This is a sample screenshot of the Staff Service Time Listing Page.)

### Tips

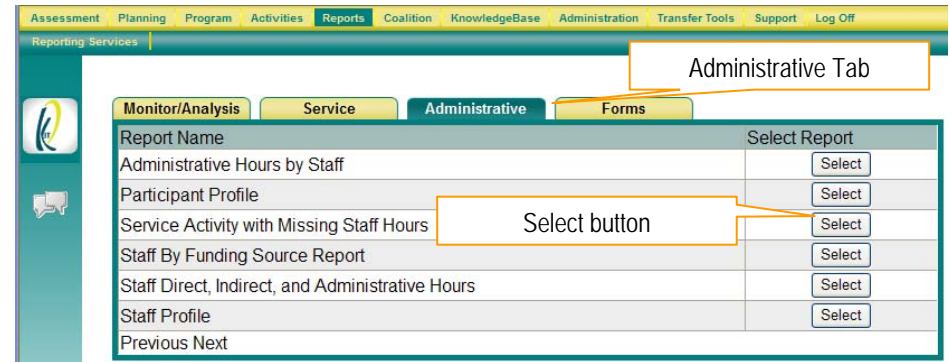
- All staff member's associated with an event should be given staff service time.
- If you have a Service Count of 1 or more, then you must enter 'Direct' staff time. You will not be able to save just 'Indirect' staff time.
- Remember to attach all time that can be justifiably linked to a program as Direct or Indirect Time, rather than Administrative Time. Direct Time is actual program delivery; Indirect Time is all the time spent preparing for a program delivery.

## Service Activity With No Staff Time

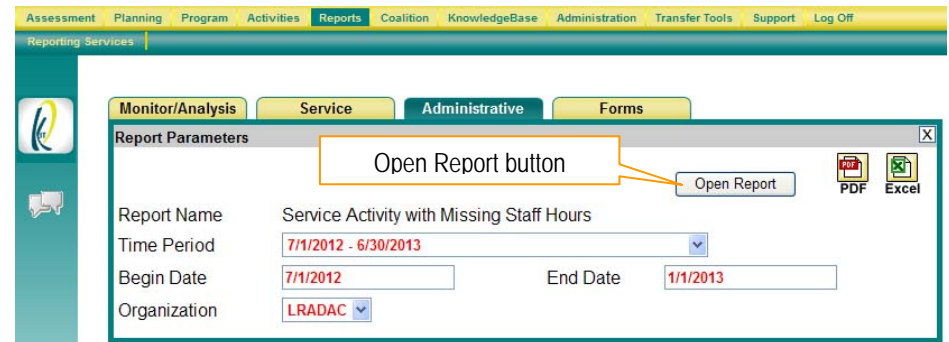
If you do not enter staff time with each activity, when you try to enter a new activity, you will get an error message informing you that you have activities with no staff time.

### Finding/Fixing an Activity with Missing Staff Time

1. Click **Reports** from the Menu.
2. Click **Reporting Services** from the submenu.
3. Click the **Administrative** tab.
4. Select the **Select** (Select) button from the *Service Activity with Missing Staff Hours*
5. Select the **Fiscal Year** or enter in the **Beginning Date** and **Ending Date**.
6. Click the **Open Report** (Open Report) button.
7. Note the service activities missing staff service time or print the report. (Refer to the [Printing and Saving the Report](#) section.)



(This is a screenshot of the Reporting Services Administrative Reports.)



(This is a screenshot of the Report Parameters Page.)



8. Click **Activities** from the Menu.
9. Select the type of service that is missing staff time (Single Service, Recurring Service).
10. Click the **Search** (Search) button from the left toolbar to find the activity that is missing staff time.  
 \*Note: For detailed instructions on using the Search feature, see [Using the Search Feature](#).
11. Click the **Select** (Select) button to the right of the desired entry
12. Click the **Staff Time** (Staff Time) button to enter staff time for that service.  
 (Refer to [Updating Staff Service Time](#))

The screenshot shows the 'Single Service' edit form. At the top, there's a navigation bar with tabs: Assessment, Planning, Program, Activities, Reports, Coalition, KnowledgeBase, Administration, Transfer Tools, Support, and Log Off. Below this, there's a sub-navigation bar with 'Data Collection Forms', 'Single Service', and 'Recurring Service'. The main form area has a title 'Single Service' and four buttons: 'Staff Time', 'Copy Service', 'Data Collection Form', and 'Demographics'. The 'Staff Time' button is highlighted with a red box, and an arrow points to it from the text 'Staff Time button'. The form fields include: 'Program\*' (Communities Mobilizing for Change on Cancer), 'Program Description' (Communities Mobilizing for Change on Cancer: organizing effort development of Public Health. CMCA activates community members to achieve...), 'Outcome Objective\*' (2013020301: By May 31, 2014, decrease the number of community members who say it's easy for youth to obtain a...), 'Service Date\*' (2/5/2013), 'Service Location\*' (Richland), and 'Service Code\*' (STN17A Speaking Engagements). On the left side of the form, there's a vertical toolbar with buttons: Search, Add, Edit, Save, Delete, Print, and Help.




(This is a partial screenshot of the Single Service Edit Form.)

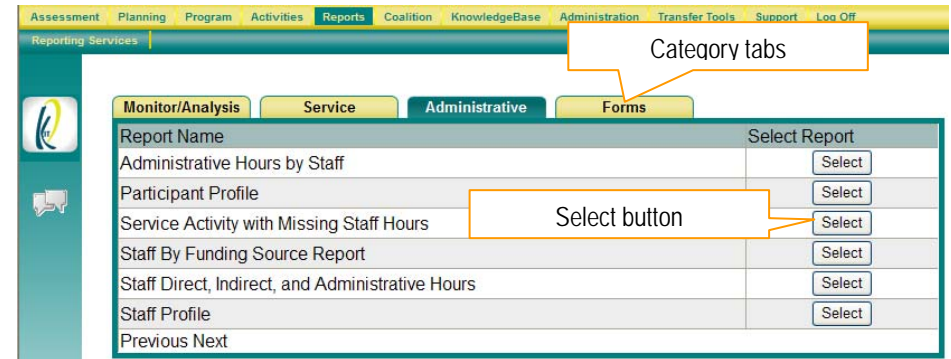
# REPORTS

## Reporting Services

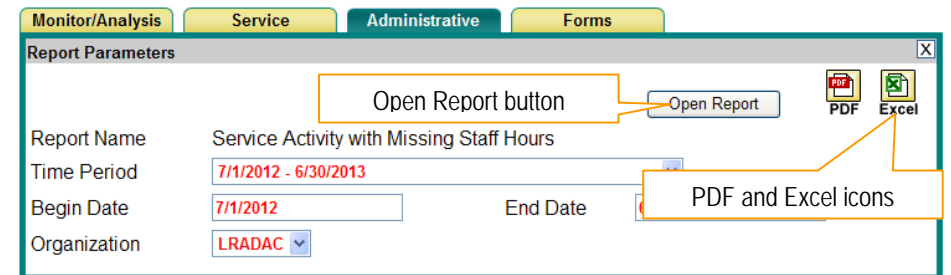
Many useful reports are available within the application. The Report area is broken down into Monitor/Analysis, Service, Administrative, and Forms.

### Opening a Report

1. Click **Reports** from the main menu.
  2. Click **Reporting Services** from the submenu.
  3. Select the category for the report you would like to open from the available tabs.
  4. Click the **Select** (Select) button to the right of the report you wish to open.
5. You may have to select specific criteria before viewing some reports. Select the appropriate items from the available dropdown menus, if available.
- a. Click the **Open Report** (Open Report) button.  
Or
  - b. If you want to go directly to a PDF or Excel report, click on one of these icons   to download the report immediately into this format.
6. A new window will open displaying the selected report in a view only mode. To close the report, click the  (X) in the upper right hand corner.



(This is a screenshot of the Reports Listing Page.)



(This is a sample screenshot displaying the Reports Parameters Page.)

### Tips

- Each listing page displays up to ten (10) reports. To move between the various pages, use the [Previous](#) [Next](#) (Previous and Next) links located at the bottom of the reports list. If there are less than ten (10) reports on the page, the links will not be active.
- If you are having difficulty opening the report it may be due to a pop-up blocker. Try holding down the Control (Ctrl) key on your keyboard while clicking the **Open Report** (Open Report) button, or disable the pop-up blocker for South Carolina DAODAS.

## Viewing a Report

Once the **Open Report** (Open Report) button is selected, the report is opened in a view only window. The following details will help you view the report.

1. Use the arrows to go to different pages of the report
2. Use the dropdown menu to enlarge or decrease the text size of the report
3. Use the text box to locate a specific word within the report

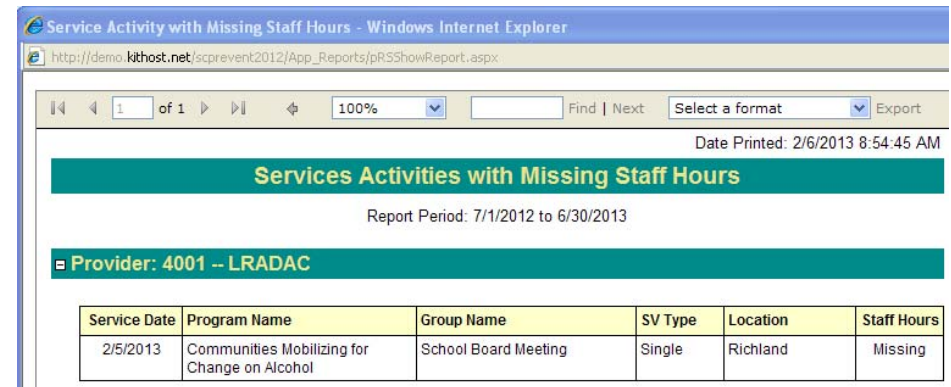
## Printing and Saving a Report

To print or save a report, you will need to export the report into another format.

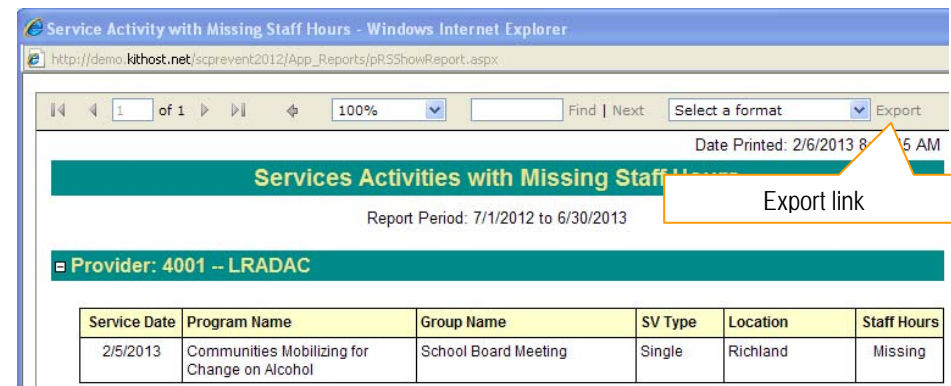
1. From the view only mode of the report, select the format you would like to export the report to from the **Select a Format** dropdown menu.
2. Click the **Export** (Export) link.
3. A new window appears asking if you wish to open or save the file. To view the file immediately, click the **Open** (Open) button. Click the **Save** (Save) button if you want to save the report directly to your computer and open it later.  
\*Note: If you wish to cancel the export, click the **Cancel** (Cancel) button.
4. A new window will open displaying the report in the format selected.
5. You will be able to print or save the report from the new window.
  - a. To close the report, click the (X) in the upper right hand corner.

### Tips

- The recommended format for printing is *Acrobat (PDF) file*.
- If you have a pop-up blocker on your computer, hold the Ctrl key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).
- Reports require Active X controls to be installed on your computer. If you do not have permissions to download, please contact your system administrator.
- Excel/PDF buttons were added to the Reports module to allow MAC users to view reports and for quick export of the reports.



(This is a sample screenshot displaying the Report.)



(This is a sample screenshot displaying the Report.)

# COALITION

Many prevention agencies create coalitions of prevention providers to better serve their communities. The Coalition module assists the coalitions by tracking and reporting on meeting agenda items and task progress.

## Coalition Organization Registration

This feature is where an Organization can register its coalition. Before any members can be added to the Coalition, the Organization must first register its Coalition.

### Adding a Coalition Organization

1. Click **Coalition** from the Menu.
2. Click **Coalition Organization Registration** from the submenu.
3. Click **Add** (Add) button from the left toolbar.
4. Enter the name of the coalition in the **Partnership Agency\*** field.
5. Enter the date the coalition joined your organization in the **Date Joined\*** field as mm/dd/yyyy.
6. If the coalition withdraws from your organization, you may enter the **Date Withdrew** and a **Withdraw Reason**.

The screenshot shows the 'Coalition Organization Info.' form with the following fields:

- Partnership\***: A dropdown menu with 'LRADAC' selected.
- Partnering Agency\***: A text input field.
- Date Joined**: A text input field.
- Date Withdrew**: A text input field.
- Withdraw Reason**: A text input field.
- Contact Information**: A section header.
- Office Name**: A text input field.
- Address**: A text input field.
- City**: A text input field.
- County**: A text input field.
- State**: A text input field.
- Zip Code**: A text input field.
- Phone**: A text input field.
- Fax**: A text input field.

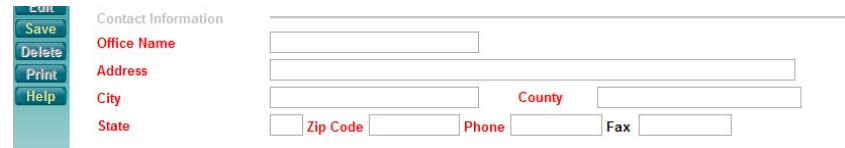
(This is a screenshot of the Coalition Organization Info. Edit form.)

The partial screenshot shows the 'Coalition Organization Info.' form with the following fields:

- Partnership\***: A dropdown menu with 'LRADAC' selected.
- Partnering Agency\***: A text input field.
- Date Joined**: A text input field.
- Date Withdrew**: A text input field.
- Withdraw Reason**: A text input field.

(This is a partial screenshot of the Coalition Organization Info. Edit Form.)

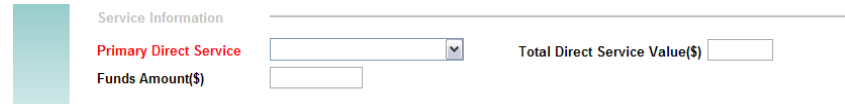
7. Enter the Coalition Organization's **Contact Information** in the appropriate fields. If known, enter the **Fax** number.



A partial screenshot of the 'Contact Information' form. On the left is a vertical toolbar with buttons: Edit, Save, Delete, Print, and Help. The form fields include: Office Name (text box), Address (text box), City (text box), State (text box), Zip Code (text box), County (text box), Phone (text box), and Fax (text box).

(This is a partial screenshot of the Coalition Organization Info. Edit Form.)

8. Select what type of service this coalition is from the **Primary Direct Service\*** dropdown menu.
9. If known, enter the **Total Direct Service Value (\$)** and/or **Funds Amount (\$)**.
10. Click the **Save** (Save) button from the left toolbar.  
**\*Note:** To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.



A partial screenshot of the 'Service Information' form. On the left is a vertical toolbar with buttons: Edit, Save, Delete, Print, and Help. The form fields include: Primary Direct Service (dropdown menu), Total Direct Service Value(\$ (text box), and Funds Amount(\$ (text box).

(This is a partial screenshot of the Coalition Organization Info. Edit Form.)

## Tips

- The **Partnership\*** textbox is pre-populated from the state. If the Partnership is incorrect for your organization, contact KIT Support. (Refer to the [KIT Support](#) section.)

## Editing a Coalition Organization

1. Click **Coalition** from the Menu.
2. Click **Coalition Organization Registration** from the submenu.
3. Use the **Partnering Agency** dropdown menu to find the coalition organization you wish to edit.
4. Click the **Edit** (Edit) button from the left toolbar.
5. Make any changes needed to the details.
6. Click the **Save** (Save) button from the left toolbar.

\*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.

The screenshot shows the 'Coalition Organization Info.' form with the following fields: Partnership\* (LRADAC), Partnering Agency\* (Drug Free Spartanburg), Date Joined (1/20/2000), Date Withdrew, Withdraw Reason, Contact Information, Office Name (Spartanburg Drug Prevention Office), Address (185 Riverside Dr.), City (Spartanburg), County (Spartanburg), State (SC), Zip Code (29301), Phone (800-565-4131), and Fax. A callout box points to the 'Partnering Agency\*' dropdown menu.

(This is a sample screenshot of the Coalition Organization Info. Edit form.)

## Deleting a Coalition Organization

1. Click **Coalition** from the Menu.
2. Click **Coalition Organization Registration** from the submenu.
3. Use the **Partnering Agency** dropdown menu to find the coalition organization you wish to delete.
4. Once the desired coalition organization is displayed, click the **Delete** (Delete) button from the left toolbar.
5. A prompt appears stating "Are you sure?". Click the **OK** (OK) button.

\*Note: To cancel this deletion, click **Cancel** (Cancel).

The screenshot shows the 'Coalition Organization Info.' form with the same fields as the previous screenshot. A confirmation dialog box titled 'Message from webpage' with the text 'Are you Sure?' and 'OK' and 'Cancel' buttons is overlaid on the form. A callout box points to the 'OK' button.

(This is a sample screenshot of the Coalition Organization Info. Edit Form.)

## Tips

- You will not be able to delete a Coalition Organization if it is in conjunction with a member or group. In these instances, fill in the withdrawn fields.

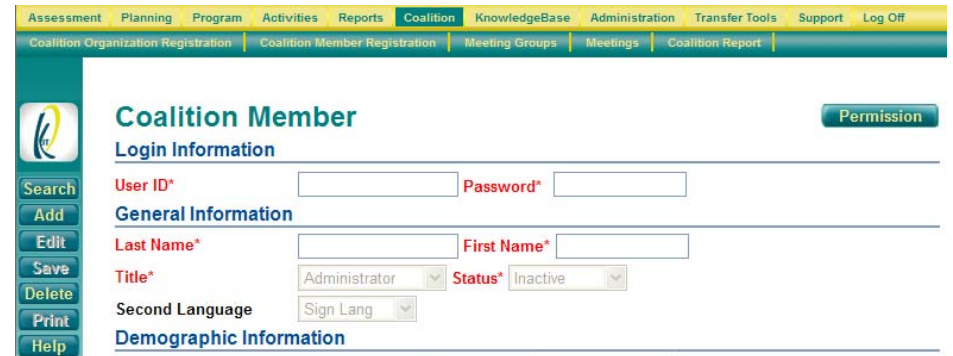


## Coalition Member Registration

Registering a coalition partner staff member is similar to registering one of the lead agency's staff members. Once the coalition staff members are entered you can track services performed just as if they were members of the lead agency staff. You can only bring up coalition members into the form and the lead agency staff will not be shown.

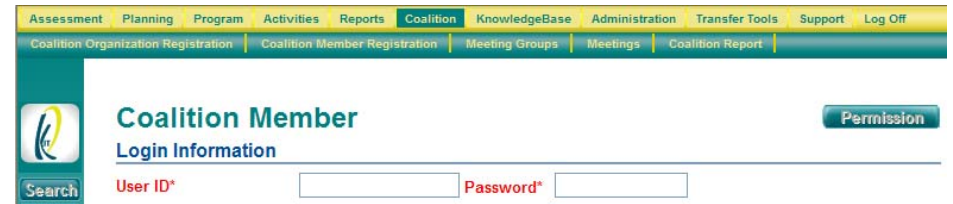
### Adding a Coalition Member

1. Click **Coalition** from the Menu.
2. Click **Coalition Member Registration** from the submenu.
3. Click **Add** (Add) button from the left toolbar.
4. Enter in the member's **Login Information**.
  - a. The **User ID\*** will be the login name used by the staff member. This may be anything that you choose. Choosing a User ID and Password scheme will simplify administration (For Example: Using first initial and last name for the User ID.)
  - b. The **Password\*** field is where the temporary password is created for the staff member. This password will be used along with the User ID and Organization ID number to log in. Once logged in, they can use [Change Password](#) module to change the password to one of the liking.



The screenshot shows the 'Coalition Member' edit form. The top navigation bar includes 'Assessment', 'Planning', 'Program', 'Activities', 'Reports', 'Coalition', 'KnowledgeBase', 'Administration', 'Transfer Tools', 'Support', and 'Log Off'. The 'Coalition' menu is expanded, showing 'Coalition Organization Registration', 'Coalition Member Registration', 'Meeting Groups', 'Meetings', and 'Coalition Report'. The left toolbar contains 'Search', 'Add', 'Edit', 'Save', 'Delete', 'Print', and 'Help'. The form has a 'Permission' button in the top right. The 'Login Information' section includes 'User ID\*' and 'Password\*' text boxes. The 'General Information' section includes 'Last Name\*', 'First Name\*', 'Title\*' (with a dropdown menu showing 'Administrator'), and 'Status\*' (with a dropdown menu showing 'Inactive'). The 'Demographic Information' section includes a 'Second Language' dropdown menu showing 'Sign Lang'.

(This is a partial screenshot of the Coalition Member Edit Form.)



This screenshot is a partial view of the 'Coalition Member' edit form, focusing on the 'Login Information' section. It shows the 'User ID\*' and 'Password\*' text boxes. The rest of the form, including the navigation bar and toolbar, is identical to the previous screenshot.

(This is a partial screenshot of the Coalition Member Edit Form.)

5. Enter in the member's **General Information**.

- a. Enter the member's **First Name\*** and **Last Name\*** in the appropriate fields.
- b. Select the member's **Title\*** from the dropdown menu.
- c. Select the **Status\*** of the member from the dropdown menu.
  - i. Active: involved with the coalition.
  - ii. Inactive: has resigned from the coalition.

6. If applicable, use the **Second Language** drop-down menu to select the second language of the member.

7. Enter in the coalition member's **Demographic Information**.

- a. Enter in the member's **Birth Date\*** as mm/dd/yyyy.
  - i. If the Birth Date is unknown, use the **or Age Range** dropdown menu. The application will automatically fill in a birth date within the age range selected.  
**\*Note:** Do not enter a Birth Date and then select an Age Range; you will lose the original birth date that you entered.
- b. Select the member's **Gender\***, **Race\*** and **Ethnicity** from the appropriate dropdown menus.



**General Information**

Last Name*	<input type="text"/>	First Name*	<input type="text"/>
Title*	<input type="text"/>	Status*	<input type="text"/>
Second Language	<input type="text"/>		

(This is a partial screenshot of the Coalition Member Edit Form.)



**Demographic Information**

Birth Date*	<input type="text"/>	or Age Range	<input type="text"/>	Gender*	<input type="text"/>
Race*	<input type="text"/>	Ethnicity	<input type="text"/>		

**Contact Information**

Address	<input type="text"/>				
Home Phone	<input type="text"/>				
Work Phone	<input type="text"/>	X	<input type="text"/>	Email	<input type="text"/>
City	<input type="text"/>	Zip Code	<input type="text"/>	State	<input type="text"/>

(This is a partial screenshot of the Coalition Member Edit Form.)



8. If known, enter the member's **Contact Information**.
9. If known, enter the member's **Partner Information**.
  - a. Use the dropdown menu to select the **Partner Agency**.
  - b. Enter the date appointed in the **Appointment Date** textbox.
  - c. If the member is a designee representative of an organization, enter the name of the organization in the **If designee, represents** textbox.
  - d. If the member has resigned:
    - i. Enter the date in the **Resignation Date** textbox.
    - ii. Use the **Reason for Member Resignation** checkboxes to select the reason(s) the member resigned.
    - iii. If *Other (Specify)* is selected, enter the specific reason in the textbox.
10. Click the **Save** (Save) button from the left toolbar.

**\*Note:** To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.

The screenshot shows a web form with a left sidebar containing a 'Help' button and a speech bubble icon. The main form area has two sections: 'Demographic Information' and 'Contact Information'. The 'Demographic Information' section includes fields for 'Birth Date\*' (with a date picker), 'or Age Range' (with a dropdown), 'Gender\*' (with a dropdown), 'Race\*' (with a dropdown), and 'Ethnicity' (with a dropdown). The 'Contact Information' section includes fields for 'Address', 'Home Phone', 'Work Phone' (with an 'X' checkbox), 'Email', 'City', 'Zip Code', and 'State'.

(This is a partial screenshot of the Coalition Member Edit Form.)

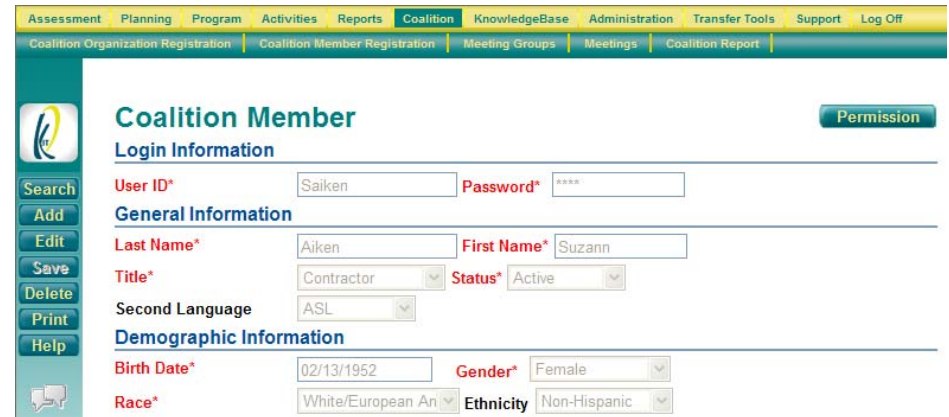
The permission levels for the staff member must now be set. For detailed instructions on setting staff permissions, see [Updating Coalition Member Permissions](#).

## Tips

- If a staff member is part of two or more different coalitions, you must enter the member separately for each coalition.
- When a member leaves your coalition you will not be able to delete the member, but you can make the member *Inactive*. Setting the **Status\*** to *Inactive* keeps the member in the database for history purposes but removed from all of the lists on form
- Passwords can be any combination of letters, numbers, and/or characters.
- Passwords are case sensitive.

## Editing a Coalition Member

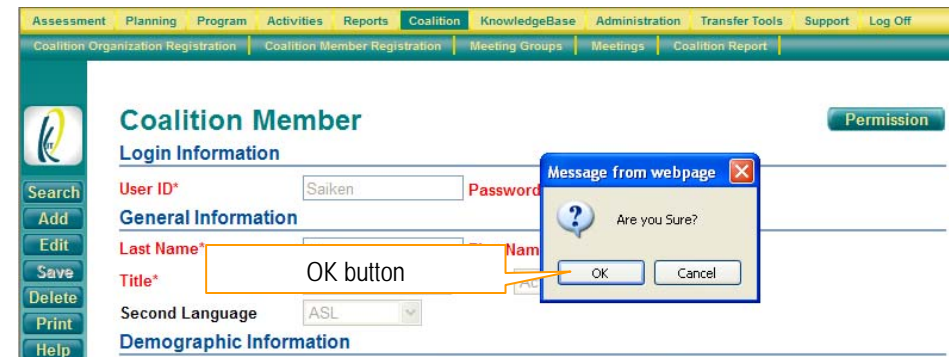
1. Click **Coalition** from the Menu.
2. Click **Coalition Member Registration** from the submenu.
3. Locate the member you wish to edit by clicking **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)
4. Click the **Select** (Select) button to the right of the appropriate coalition member.
5. Once the desired member is displayed, click the **Edit** (Edit) button from the left toolbar.
6. Make any changes needed to the details.
7. Click the **Save** (Save) button from the left toolbar.  
**\*Note:** To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.

A screenshot of the 'Coalition Member' edit form in a web application. The top navigation bar includes 'Assessment', 'Planning', 'Program', 'Activities', 'Reports', 'Coalition', 'KnowledgeBase', 'Administration', 'Transfer Tools', 'Support', and 'Log Off'. Below this, a sub-menu shows 'Coalition Organization Registration', 'Coalition Member Registration', 'Meeting Groups', 'Meetings', and 'Coalition Report'. The left toolbar contains buttons for 'Search', 'Add', 'Edit', 'Save', 'Delete', 'Print', and 'Help'. The main form area is titled 'Coalition Member' and includes a 'Permission' button. It is divided into sections: 'Login Information' with fields for 'User ID\*' (Saiken) and 'Password\*'; 'General Information' with fields for 'Last Name\*' (Aiken), 'First Name\*' (Suzann), 'Title\*' (Contractor), 'Status\*' (Active), and 'Second Language' (ASL); and 'Demographic Information' with fields for 'Birth Date\*' (02/13/1952), 'Gender\*' (Female), 'Race\*' (White/European An), and 'Ethnicity' (Non-Hispanic).

(This is a sample screenshot of the Coalition Member Edit Form.)

## Deleting a Coalition Member

1. Click **Coalition** from the Menu.
2. Click **Coalition Member Registration** from the submenu.
3. Locate the member you wish to delete by clicking **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)
4. Click the **Select** (Select) button to the right of the appropriate coalition member.
5. Click the **Delete** (Delete) button from the left toolbar.
6. A prompt appears stating "Are you sure?". Click the **OK** (OK) button.  
**\*Note:** To cancel this deletion, click **Cancel** (Cancel).

A partial screenshot of the 'Coalition Member' edit form, showing a confirmation dialog box. The dialog box is titled 'Message from webpage' and contains the text 'Are you Sure?' with 'OK' and 'Cancel' buttons. An orange box highlights the 'OK button' in the dialog. The background form is partially visible, showing the same navigation and toolbar as the previous screenshot.

(This is a partial screenshot of the Coalition Member Edit Form.)

## Tips

- You will not be able to delete a coalition member if the member is linked with a coalition group or meeting. In these instances, mark the member as Inactive.

## Coalition Member Permissions

You can tailor a specific user's access level to areas of the South Carolina DAODAS Service. The permissions are defaulted to a normal access level for a particular user, but anyone that has access to the Coalition area can modify access levels for any user on the application.

### Updating a Coalition Member Permission

1. Click **Coalition** from the Menu.
2. Click **Coalition Member Registration** from the submenu.
3. Locate the member you wish to edit by clicking the **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)
4. Click the **Select** (Select) button to the right of the appropriate member.
5. Once the desired member is displayed, click the **Permission** (Permission) button.
6. Click the **Edit** (Edit) button from the left toolbar.
7. For each module, set the coalition member's permissions as follows
  - a. No Permission: No access to a particular module.
  - b. Read Only: Coalition member can only view information.
  - c. Read and Write: Coalition member can add new information, view and edit existing information.
  - d. Full Control: Coalition member can add new information, view, edit and delete existing information.
8. Once you have set the permissions for this coalition member, click the **Save** (Save) button from the left toolbar.

**\*Note:** To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.

  - a. Click the **Return to Coalition Member** (Return to Coalition Member) button to return to the Coalition Member Information page.

Coalition Member Permission		Return to Coalition Member
Assessment	Choose Targeted Factors	Full Control
Planning	Problem Statement	No Permission
	Local Objective	Full Control
Program	Program	Full Control

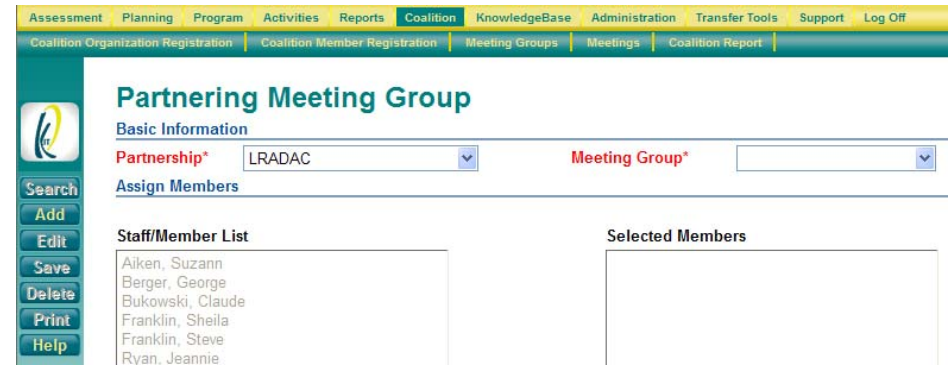
(This is a screenshot of the Coalition Member Permission Edit Form.)

## Meeting Groups

Meeting Groups allow you to group the coalition members by meeting and it enables you to track the coalition member's attendance at meetings.

### Adding a Meeting Group

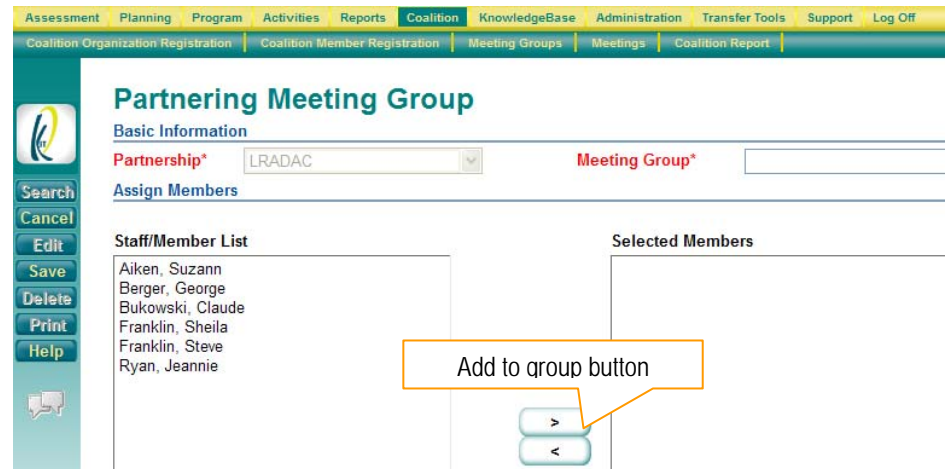
1. Click **Coalition** from the Menu.
2. Click **Meeting Groups** from the submenu.
3. Click the **Add** (Add) button from the left toolbar.



The screenshot shows the 'Partnering Meeting Group' edit form. At the top is a navigation bar with tabs: Assessment, Planning, Program, Activities, Reports, Coalition (selected), KnowledgeBase, Administration, Transfer Tools, Support, and Log Off. Below this is a sub-menu bar with: Coalition Organization Registration, Coalition Member Registration, Meeting Groups (selected), Meetings, and Coalition Report. On the left is a vertical toolbar with buttons: Search, Add, Edit, Save, Delete, Print, and Help. The main form area has a title 'Partnering Meeting Group' and a 'Basic Information' section with 'Partnership\*' set to 'LRADAC' and 'Meeting Group\*' as an empty dropdown. Below is the 'Assign Members' section with two boxes: 'Staff/Member List' containing a list of names (Aiken, Suzann; Berger, George; Bukowski, Claude; Franklin, Sheila; Franklin, Steve; Ryan, Jeannie) and 'Selected Members' which is empty.

(This is a partial screenshot of the Partnering Meeting Group Edit Form.)

4. Enter a name for the group in the **Meeting Group\*** field.
5. Click on a name in the **Staff/Member List** box and use the **>** button to add that name to the **Selected Members** box for that meeting group.  
\*Note: If a coalition member is not in the **Staff/Member List** box, see [Adding a Coalition Member](#). If a staff member is not in the list box, see [Adding Staff Information](#).
  - a. To remove a name from the meeting group, click on the name in the **Selected Members** box and use the **<** button to move the name back to the **Staff/Member List** box.
6. Click the **Save** (Save) button from the left toolbar.  
\*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.



This screenshot is similar to the previous one but includes an orange callout box with the text 'Add to group button' pointing to the right arrow (>) button located between the 'Staff/Member List' and 'Selected Members' boxes. The 'Staff/Member List' box contains the same list of names as before.

(This is a sample screenshot of the Partnering Meeting Group Edit Form.)

## Editing a Meeting Group

1. Click **Coalition** from the Menu.
  2. Click **Meeting Groups** from the submenu.
  3. Use the **Meeting Group** dropdown menu to locate the group that needs editing.
  4. Click the **Edit** (Edit) button from the left toolbar.
  5. Make any changes needed to the details.
  6. Click the **Save** (Save) button from the left toolbar.
- \*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.

Assessment Planning Program Activities Reports **Coalition** KnowledgeBase Administration Transfer Tools Support Log Off

Coalition Organization Registration Coalition Member Registration Meeting Groups Meetings

### Partnering Meeting Group

Basic Information

Partnership\* LRADAC Meeting Group\* Planning

Assign Members

Staff/Member List

Bukowski, Claude  
Franklin, Sheila  
Franklin, Steve

Selected Members

Aiken, Suzann  
Berger, George  
Ryan, Jeannie

Search Add Edit Save Delete Print Help

(This is a sample screenshot of the Partnership Meeting Group Edit Form.)

## Deleting a Meeting Group

1. Click **Coalition** from the Menu.
  2. Click **Meeting Groups** from the submenu.
  3. Use the **Meeting Group** dropdown menu to locate the group that needs deleting.
  4. Click the **Delete** (Delete) button from the left toolbar.
  5. A prompt appears stating "Are you sure?". Click the **OK** (OK) button.
- \*Note: To cancel this deletion, click **Cancel** (Cancel).

Assessment Planning Program Activities Reports **Coalition** KnowledgeBase Administration Transfer Tools Support Log Off

Coalition Organization Registration Coalition Member Registration Meeting Groups Meetings Coalition Report

### Partnering Meeting Group

Basic Information

Partnership\* LRADAC Meeting Group\* Planning

Assign Members

Staff/Member List

Bukowski, Claude

Selected Members

Aiken, Suzann  
Berger, George  
Ryan, Jeannie

Search Add Edit Save Delete Print Help

Message from webpage

Are you Sure?

OK Cancel

(This is a sample screenshot of the Partnering Meeting Group Edit Form.)

## Tips

- You will not be able to delete a Meeting Group if it is associated with a meeting. First delete all the group's Meeting Logs and then delete the Meeting Group.

## Meetings

Coalition meetings are used to establish and prioritize goals and objectives and then track the progress to meeting those goals and objectives. This module is a way of centralizing the meeting agendas and tasks.

### Adding a Meeting

1. Click **Coalition** from the Menu.
2. Click **Meetings** from the submenu.
3. Select the appropriate **Meeting Group\*** from the dropdown menu.
4. Click the **Add** (Add) button from the left toolbar.
5. Enter the date of the meeting in the **Meeting Date\*** field.
6. Select the **Start Time** and **End Time** from the dropdown menus.
7. Check any of the appropriate check boxes for **Agenda Distributed**, **Robert Rules Used**, or **Minutes Distributed**.
8. Click the **Save** (Save) button from the left toolbar.  
\*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.
9. To enter attendance, begin on step 5 of [Editing a Meeting](#).

The screenshot shows the 'Meeting Log' form with the following fields and values:

- Partnership\***: LRADAC
- Meeting Group\***: Planning
- Meeting Date\***: 2/8/2013
- Start Time**: 7:00 PM
- End Time**: 9:00 PM
- Input Date**: 02/06/2013
- Agenda Distributed**: ☒
- Robert Rules Used**: ☒
- Minutes Distributed**: ☒

The left toolbar contains buttons: Search, Add, Edit, Save, Delete, Print, and Help. The 'Add' button is highlighted.

(This is a partial screenshot of the Meeting Log Edit Form.)

The screenshot shows the 'Meeting Log' form with the following fields and values:

- Partnership\***: LRADAC
- Meeting Group\***: Planning
- Meeting Date\***: (empty)
- Start Time**: (empty)
- End Time**: (empty)
- Input Date**: 2/7/2013
- Agenda Distributed**: ☐
- Robert Rules Used**: ☐
- Minutes Distributed**: ☐

The left toolbar contains buttons: Search, Cancel, Edit, Save, Delete, Print, and Help. The 'Cancel' button is highlighted.

(This is a partial screenshot of the Meeting Log Edit Form.)



## Editing a Meeting

1. Click **Coalition** from the Menu.
2. Click **Meetings** from the submenu.
3. Select the desired **Meeting Group\*** from the dropdown menu.
4. Select the desired **Meeting Date\*** from the dropdown menu.

\*Note: The most current date will be listed first.

5. Click the **Edit** (Edit) button from the left toolbar.
  - a. To enter/edit the attendance for each member:
    - i. Click the **Edit** (Edit) button to the right of the row with the member's name.

- ii. Use the check boxes to indicate whether the member was in attendance, whether they chaired or facilitated the meeting, whether they recorded the minutes and if they entered the meeting information.
- iii. Click the **Update** (Update) button to save the attendance information.

\*Note: To cancel the changes you have made, click **Cancel** (Cancel).

6. Make any changes to the details

7. Click the **Save** (Save) button from the left toolbar.

\*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.

Member	Attended	Chair/ Faciliator	Recorder of Minutes	Input Meeting Info.	
Administrator, Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Brown, Lisa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Fields, Kim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Jones, Brian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Jones, Kathy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Jones, Mary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Scott, Laurie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Smith, John	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Stone, Helen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit

1 2 Additional pages link

Edit button

(This is a sample screenshot of the Meetings Attendance Listing Page.)

Jones, Mary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update	Cancel
-------------	--------------------------	--------------------------	--------------------------	--------------------------	--------	--------

(This is a partial screenshot of the Meetings Attendance Edit Form.)

## Tips

- If you added attendance to the meeting, once you have saved, the attended members will appear in the member grid.
- If your attendance is longer than 10 members, the remaining names will be on additional pages. Look for page number links at the bottom left hand corner of the attendance.

## Deleting a Meeting

1. Click **Coalition** from the Menu.
2. Click **Meetings** from the submenu.
3. Select the desired **Meeting Group\*** from the dropdown menu.
4. Select the desired **Meeting Date\*** from the dropdown menu.  
\*Note: The most current date will be listed first.
5. Click the **Delete** (Delete) button from the left toolbar.
6. A prompt appears stating "Are you sure?". Click the **OK** (OK) button.

\*Note: To cancel this deletion, click **Cancel** (Cancel).

The screenshot displays the 'Meeting Log' interface. At the top, there is a navigation bar with tabs: Assessment, Planning, Program, Activities, Reports, Coalition, KnowledgeBase, Administration, Transfer Tools, Support, and Log Off. Below this, a sub-menu bar includes: Coalition Organization Registration, Coalition Member Registration, Meeting Groups, Meetings, and Coalition Report. The main content area is titled 'Meeting Log' and includes buttons for 'Agenda' and 'Task'. A form for editing a meeting is visible, with fields for 'Partnership\*' (LRADAC), 'Meeting Group\*' (Planning), and 'Meeting Date\*' (1/9/2013). A 'Start' date field shows 12/07/2013. A confirmation dialog box titled 'Message from webpage' with the text 'Are you Sure?' is overlaid on the form, featuring 'OK' and 'Cancel' buttons. An orange box highlights the 'OK' button in the dialog, with a label 'OK button' pointing to it. The left sidebar contains a toolbar with buttons: Search, Add, Edit, Save, Delete, Print, and Help. Below the toolbar is a table with columns: Member, Attended, Chair/Faciliator, Recorder of Minutes, and Input Meeting Info.

(This is a sample screenshot of the Meeting Log Edit Form.)



## Agenda

Use the Agenda form to enter specific agenda items for this meeting, decisions on the item, and the process through which the decision was reached.

### Adding an Agenda Item

1. Click **Coalition** from the Menu.
2. Click **Meetings** from the submenu.
3. Select the desired **Meeting Group\*** from the dropdown menu.
4. Select the desired **Meeting Date\*** from the dropdown menu.  
\*Note: The most current date will be listed first.
5. Click the **Agenda** (Agenda) button.
6. Click the **Add** (Add) button from the left toolbar.

Agenda button

(This is a partial screenshot of the Meeting Log Edit Form.)

7. Enter the name of the agenda item in the **Agenda Item Name\*** field.
8. Enter the **Agenda Details** for the meeting.
  - a. Enter a description of the discussion concerning the agenda item in the **Discussion** textbox.
  - b. Enter the decision reached concerning the agenda item in the **Decision** textbox.
  - c. Use the **Decision Method** radio buttons to indicate the method in which the decision was reached.
    - i. If Other (Please Specify) is selected, enter the other method in the textbox.
  - d. Indicate any **Dissenting Views Or Other Opinions** in the appropriate textbox.
9. Click the **Save** (Save) button from the left toolbar.  
\*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.
  - a. Click **Back** (Back) from the left toolbar to go back to the **Meetings** screen.

Agenda Item Name\*

Agenda Details

Discussion

Decision

Decision Method

Dissenting Views Or Other Opinions

(This is a screenshot of the Major Agenda Items Edit Form.)

## Editing an Agenda Item

1. Click **Coalition** from the Menu.
2. Click **Meetings** from the submenu.
3. Select the desired **Meeting Group\*** from the dropdown menu.
4. Select the desired **Meeting Date\*** from the dropdown menu.  
\*Note: The most current date will be listed first.
5. Click the **Agenda** (Agenda) button.
6. Select the desired **Agenda Item Name\*** from the dropdown menu
7. Click the **Edit** (Edit) button from the left toolbar.
8. Make any changes to the details
9. Click the **Save** (Save) button from the left toolbar.  
\*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.
  - a. Click the **Back** (Back) button from the left toolbar to go back to the Meetings screen.

## Deleting an Agenda Item

1. Click **Coalition** from the Menu.
2. Click **Meetings** from the submenu.
3. Select the desired **Meeting Group\*** from the dropdown menu.
4. Select the desired **Meeting Date\*** from the dropdown menu.  
\*Note: The most current date will be listed first.
5. Click the **Agenda** (Agenda) button.
6. Select the desired **Agenda Item Name\*** from the dropdown menu
7. Click the **Delete** (Delete) button from the left toolbar.
8. A prompt appears stating "Are you sure?". Click the **OK** (OK) button.  
\*Note: To cancel this deletion, click **Cancel** (Cancel).
  - a. Click the **Back** (Back) button from the left toolbar to go back to the Meetings screen.

The screenshot shows the 'Major Agenda Items' edit form. At the top is a navigation bar with tabs: Assessment, Planning, Program, Activities, Reports, Coalition, KnowledgeBase, Administration, Transfer Tools, Support, and Log Off. Below this is a sub-navigation bar with links: Coalition Organization Registration, Coalition Member Registration, Meeting Groups, Meetings, and Coalition Report. The main form has a left sidebar with buttons: Back, Add, Edit, Save, Delete, Print, and Help. The main content area is titled 'Major Agenda Items' and contains a dropdown for 'Agenda Item Name\*' and a dropdown for 'How often to meet' with options 'Once a month, every two weeks or adhoc'. Below these are text input fields for 'Discussion' and 'Decision', with 'adhoc' entered in the 'Decision' field.

(This is a partial screenshot of the Major Agenda Item Edit Form.)

This screenshot is similar to the previous one but includes a confirmation dialog box titled 'Message from webpage' with the question 'Are you Sure?'. The dialog has 'OK' and 'Cancel' buttons. An orange box highlights the 'OK' button with the label 'OK button'. The background form shows the same navigation and sidebar, but the 'Agenda Item Name\*' dropdown is now empty.

(This is a partial screenshot of the Major Agenda Item Edit Form.)

## Task Assignment

Use the Task Assignment screen to assign projects to meeting group members.

### Adding a Task Assignment

1. Click **Coalition** from the Menu.
2. Click **Meetings** from the submenu.
3. Select the desired **Meeting Group\*** from the dropdown menu.
4. Select the desired **Meeting Date\*** from the dropdown menu.  
\*Note: The most current date will be listed first.
5. Click the **Task** (Task) button.

Meeting Log

Partnership\* LRADAC

Meeting Group\* Planning

Start Time 7:00 PM End Time 9:00 PM Input Date 02/06/2013

☒ Agenda Distributed ☒ Robert Rules Used ☒ Minutes Distributed

Member	Attended	Chair/Facilitator	Recorder of Minutes	Input Meeting
--------	----------	-------------------	---------------------	---------------

(This is a partial screenshot of the Meeting Log Edit Form.)

6. Select the agenda item you wish to add a task to from the **Agenda\*** dropdown menu.
7. Click the **Add** (Add) button from the left toolbar.

Task Assignment

Agenda\* How often to meet

Task Name\*


Task Details

Description



Timeframe to Complete (in Weeks)


Date task achieved (mm/dd/yyyy)


(This is a partial screenshot of the Task Assignment Edit Form.)

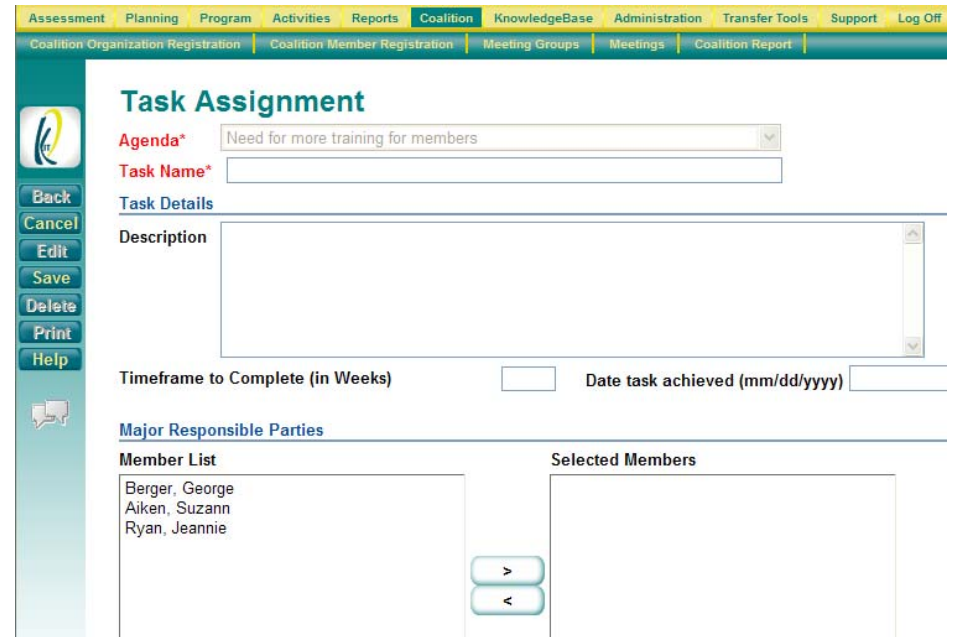
8. Enter the name of the task in the **Task Name\*** field.
9. Fill in the **Task Details**:
  - a. Enter a description of the task in the **Description** textbox.
  - b. Enter the number of weeks until completion in the **Timeframe** textbox.
  - c. Enter the date the task was completed in the **Date task achieved** textbox as mm/dd/yyyy.
10. To select the major responsible parties, click on a name in the **Member List** box and use the  button to add that name to the **Selected Members** box for that task assignment.
 

**\*Note:** If a member is not in the **Member List** box, see [Adding a Meeting Group](#).

  - a. To remove a name from the task assignment, click on the name in the **Selected Members** box and use the  button to move the name back to the **Member List** box.
11. Click the  (**Save**) button from the left toolbar.
 

**\*Note:** To exit this screen without saving any changes, click the  (**Cancel**) button from the left toolbar.

  - a. Click the  (**Back**) button from the left toolbar to go back to the Meetings screen.



(This is a sample screenshot of the Task Assignment Edit Form.)

## Editing a Task Assignment

1. Click **Coalition** from the Menu.
2. Click **Meetings** from the submenu.
3. Select the desired **Meeting Group\*** from the dropdown menu.
4. Select the desired **Meeting Date\*** from the dropdown menu.  
\*Note: The most current date will be listed first.
5. Click the **Task** (Task) button.
6. Select the agenda item of the task you wish to edit from the **Agenda\*** dropdown menu.
7. Click the **Edit** (Edit) button from the left toolbar.
8. Make any changes to the details
9. Click the **Save** (Save) button from the left toolbar.  
\*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.
  - a. Click the **Back** (Back) button from the left toolbar to go back to the Meetings screen.

## Deleting a Task Assignment

1. Click **Coalition** from the Menu.
2. Click **Meetings** from the submenu.
3. Select the desired **Meeting Group\*** from the dropdown menu.
4. Select the desired **Meeting Date\*** from the dropdown menu.  
\*Note: The most current date will be listed first.
5. Click the **Task** (Task) button.
6. Select the agenda item of the task you wish to delete from the **Agenda\*** dropdown menu.
7. Click the **Delete** (Delete) button from the left toolbar.
8. A prompt appears stating "Are you sure?". Click the **OK** (OK) button.  
\*Note: To cancel this deletion, click **Cancel** (Cancel).
  - a. Click the **Back** (Back) button from the left toolbar to go back to the Meetings screen.

(This is a partial screenshot of the Meeting Log Edit Form.)

(This is a partial screenshot of the Task Assignment Edit Form.)

**Coalition Report**

Page is under construction.




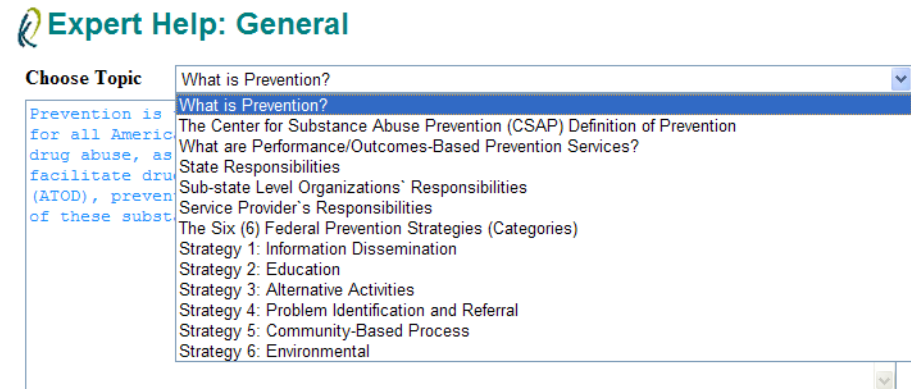
## KNOWLEDGE BASE

The Knowledge Base module is a warehouse of prevention related documents, web sites and KIT Prevention Service design information.

### Expert Help

The Expert Help section contains helpful information regarding prevention for KIT Prevention.

1. Click **Knowledge Base** from the Menu.
2. Click **Expert Help** from the submenu.
3. A new window will open.
4. Select the topic you'd like to view from the **Choose Topic** dropdown menu. The information is displayed in the box below the dropdown menu.
5. To close the Expert Help window, click on the  in the upper right-hand corner.




(This is a screenshot of the Expert Help window showing the **Choose Topic** dropdown menu.)

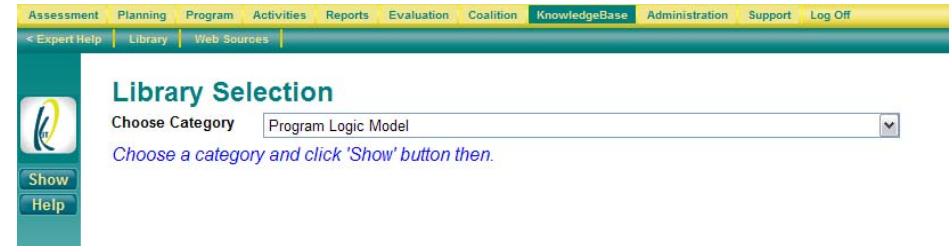
### Tips

- If you have a pop-up blocker on your computer, hold the **Ctrl (Control)** key on your keyboard down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

## Library

The Library section is a repository of commonly requested documents, index code definitions, and other general documents that the KIT Prevention Service would like to make available on the application.

1. Click **Knowledge Base** from Menu
2. Click **Library** from the submenu.
3. Select a category from the **Choose Category** dropdown menu.
4. Click **Show** (Show) button from the left toolbar to open the selected document.
5. A new window will open displaying the document.
6. To close the open window, click on the  in the upper right-hand corner.



(This is a screenshot of the Library Selection Page.)


### Tips

- If you have a pop-up blocker on your computer, hold the Ctrl key on your keyboard down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).



## Web Sources

The Web Sources area of the Knowledge Base section allows users and prevention workers to have a wealth of prevention links organized by the type of organization, agency, or topic they represent.

1. Click **Knowledge Base** from the Menu
2. Click **Web Sources** from the submenu.
3. Select a category from the **Choose Category** dropdown menu.
4. From the **Web Source List**, click on the web source you would like to visit.
5. The website of the web source selected is displayed in the **Web Site** field. Click on the web site.
6. A new window will open displaying the website you chose.
7. To close the new website window, click on the  in the upper right-hand corner.



(This is a screenshot of the Web Sources List.)

### Tips

- If you have a pop-up blocker on your computer, hold the Ctrl key on your keyboard down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

## ADMINISTRATION

The Administration Module is an area that is designed to complete administrative tasks within the application such as Organization Information, Staff Registration and Administration Time.

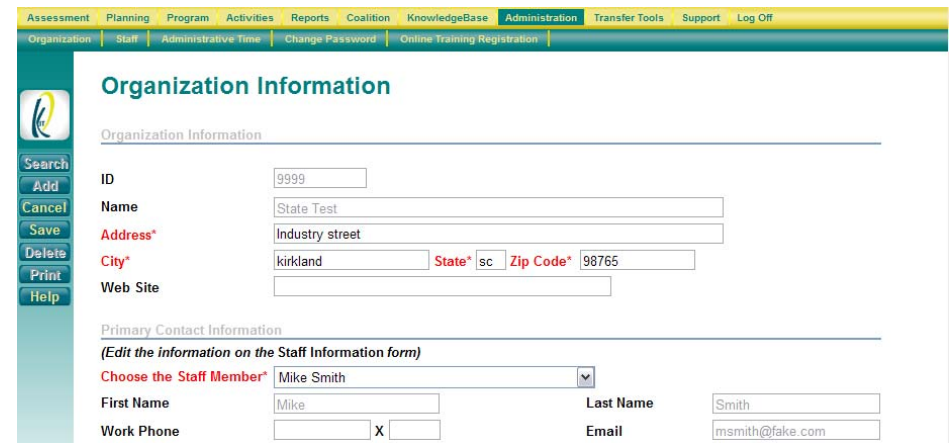
### Organization Information

The Organization Information area has fields with information specific to your organization. The contact information is useful to the state if they have a question on any part of the data that has been put into the application.

### Updating the Organization Information

1. Click **Administration** from the Main Menu.
2. Click **Organization** from submenu.
3. Click the **Edit** (Edit) button from the left toolbar.
4. Make any changes needed to the **Organization Information** (including **Address\***, **City\***, **State\*** and **Zip Code\***).
5. In the **Primary Contact Information** section, select one of the staff members to serve as a contact person for the KIT Prevention Service from the **Choose the Staff Member\*** dropdown menu. The rest of the information will be loaded for you based on what was entered in the Staff/User module.
6. Click the **Save** (Save) button from the left toolbar.

\*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.



(This is a sample screenshot of the Organization Information Edit Form.)

### Tips

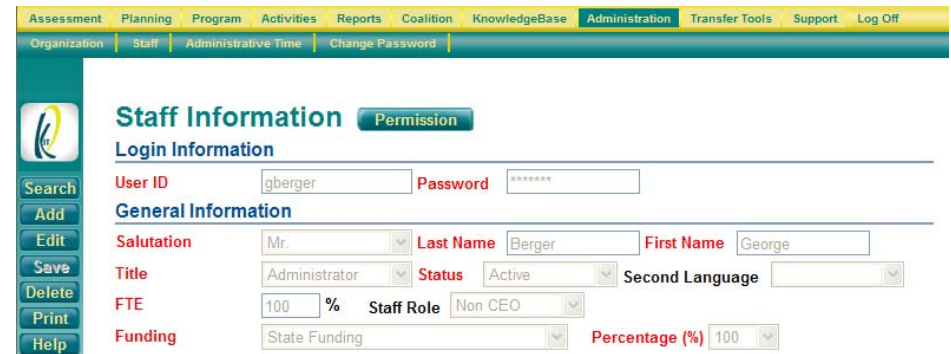
- Only the state can change the ID and the Name. If one of these items is incorrect for your organization, contact KIT Support. (Refer to the [KIT Support](#) section.)

## Staff

The Staff Information page enables the organization to track staff members' hours. In order to track staff hours as they relate to specific events, the staff members must be set-up in this module prior to entering event data. A staff member **MUST** be entered if he/she will need access to the database (data entry) or if they will be performing prevention services.

### Adding Staff Information

1. Click **Administration** from the Menu.
2. Click **Staff** from the submenu.
3. Click **Add** (Add) from the left toolbar



The screenshot shows the 'Staff Information' page with a 'Permission' button. The 'Login Information' section includes fields for 'User ID' (containing 'gberger') and 'Password' (masked with asterisks). The 'General Information' section includes fields for 'Salutation' (Mr.), 'Last Name' (Berger), 'First Name' (George), 'Title' (Administrator), 'Status' (Active), 'Second Language' (empty), 'FTE' (100%), 'Staff Role' (Non CEO), 'Funding' (State Funding), and 'Percentage (%)' (100%). A left toolbar contains buttons for Search, Add, Edit, Save, Delete, Print, and Help.

(This is a partial screenshot of the Staff Information Edit Form.)

4. Enter in the staff's **Login Information**.
  - a. The **User ID\*** will be the login name used by the staff member. This may be anything that you choose. Choosing a User ID and Password scheme will simplify administration (For Example: Using first initial and last name for the User ID.)
  - b. The **Password\*** field is where the temporary password is created for the staff member. This password will be used along with the User ID and Organization ID number to log in. Once logged in, they can use [Change Password](#) module to change the password.



This screenshot shows the 'Staff Information' page with the 'Login Information' section highlighted. It includes fields for 'User ID' and 'Password'. The left toolbar is also visible.

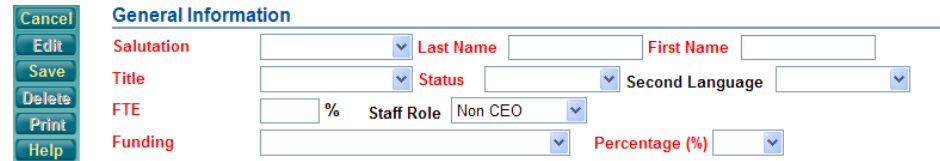
(This is a partial screenshot of the Staff Information Edit Form.)

5. Enter in the staff member's **General Information**.

- a. Select the member's **Salutation\*** from the dropdown menu.
- b. Enter the staff member's **Last Name\*** and **First Name\*** in the appropriate fields.
- c. Select the member's **Title\*** from the dropdown menu.
- d. Select the **Status\*** of the staff member from the dropdown menu.
  - i. Active: on staff.
  - ii. Inactive: no longer on staff.
- e. If applicable, use the **Second Language** drop-down menu to select the second language of the member.
- f. Enter the staff member's full time equivalency in the **FTE\*** field.
- g. If desired, select the staff member's **Staff Role** from the dropdown menu.
- h. Select the funding source the staff member works on from the **Funding** dropdown menu.
- i. Select the percentage of time the staff member works on that funding source from the **Percentage (%)** dropdown menu.

6. Enter in the staff member's **Demographic Information**.

- a. Enter in the member's **Birth Date\*** as mm/dd/yyyy.
  - i. If the Birth Date is unknown, use the **or Age Range** dropdown menu. The application will automatically fill in a birth date within the age range selected.  
**\*Note:** Do not enter a Birth Date and then select an Age Range; you will lose the original birth date that you entered.
- b. Select the staff member's **Gender\***, **Race\*** and **Ethnicity** from the appropriate dropdown menus.



The screenshot shows the 'General Information' section of a form. On the left is a vertical toolbar with buttons: Cancel, Edit, Save, Delete, Print, and Help. The form fields include: Salutation (dropdown), Last Name (text), First Name (text), Title (dropdown), Status (dropdown), Second Language (dropdown), FTE (text with a % sign), Staff Role (dropdown with 'Non CEO' selected), Funding (dropdown), and Percentage (%) (dropdown).

(This is a partial screenshot of the Staff Information Edit Form.)



The screenshot shows the 'Demographic Information' section of a form. On the left is a vertical toolbar with a speech bubble icon. The form includes a header instruction: 'Enter the birth date or choose an age range and a birth date will be generated'. Below this are fields for Birth Date (text), or Age Range (dropdown), Gender (dropdown), Race (dropdown), and Ethnicity (dropdown).

(This is a partial screenshot of the Staff Information Edit Form.)

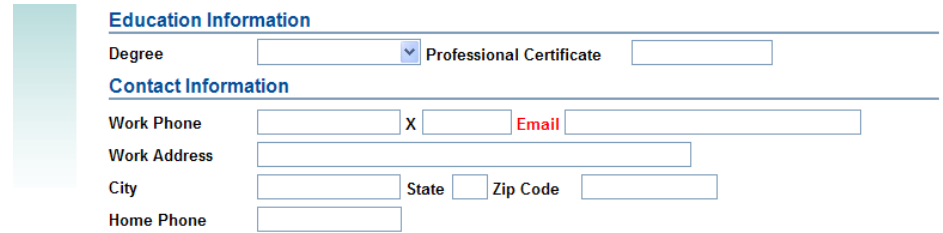
7. Enter the staff member's **Educational Information**.

8. Enter the member's **Contact Information**.

\*Note: The staff member's **Email** is a required field.

9. Click the **Save** (Save) button from the left toolbar.

\*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.



The screenshot shows a web form with two sections: "Education Information" and "Contact Information". The "Education Information" section has a "Degree" dropdown menu with "Professional Certificate" selected. The "Contact Information" section has fields for "Work Phone" (with an "X" separator), "Email", "Work Address", "City", "State", "Zip Code", and "Home Phone".

(This is a partial screenshot of the Staff Information Edit Form.)

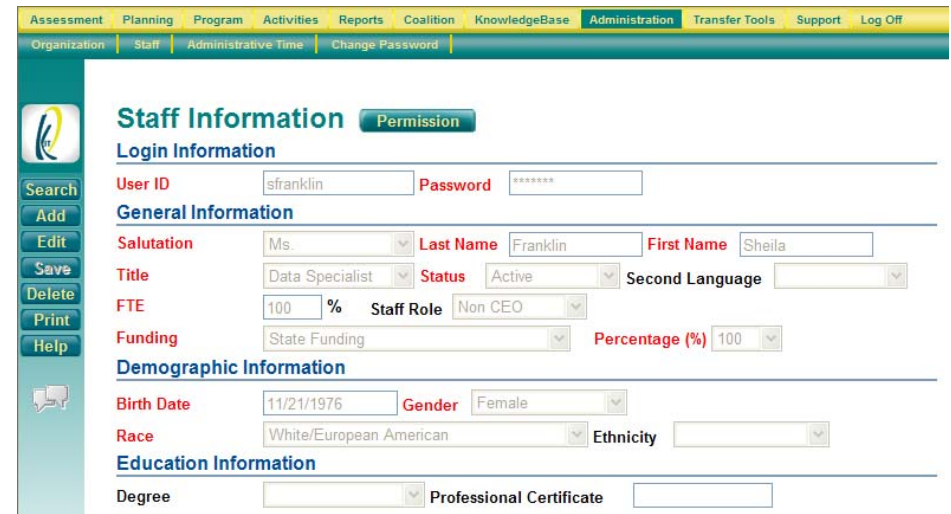
The permission levels for the staff member must now be set. (For detailed instructions on setting staff permissions, see [Updating a Staff Permission](#).)

### Tips

- When staff members leave your organization you will not be able to delete them. Set their **Status\*** to Inactive to keep them in the database for history purposes but removed from all of the staff lists on forms.
- Passwords can be any combination of letters, numbers, and/or characters.
- Passwords are case sensitive.
- If a staff member has no email, type "none" in the **Email** field.
- If Volunteer is selected as the staff member's Title, the **FTE** and **Funding** fields is not required for saving.
- The Funding Percentage must match the FTE percentage. If it does not, a new field will appear (Additional Funding) allowing you to enter additional funding.

## Editing Staff Information

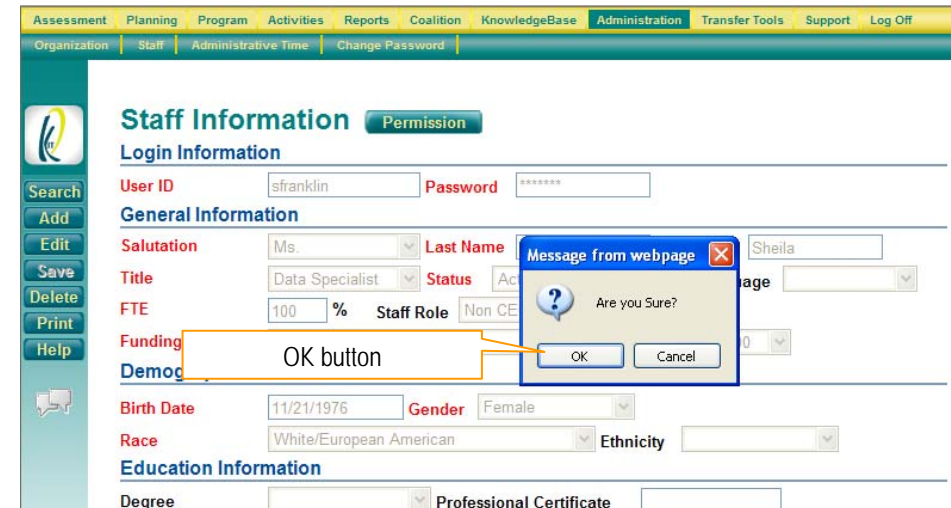
1. Click **Administration** from the Menu.
  2. Click **Staff** from the submenu.
  3. Locate the staff member you wish to edit by clicking the **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)
  4. Click the **Select** (Select) button to the right of the appropriate staff member.
  5. Click the **Edit** (Edit) button from the left toolbar.
  6. Make all changes to the details.
  7. Click the **Save** (Save) button from the left toolbar.
- \*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.



(This is a partial screenshot of the Staff Information Edit Form.)

## Deleting Staff Information

1. Click **Administration** from the Menu.
  2. Click **Staff** from the submenu.
  3. Locate the staff member you wish to delete by clicking the **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)
  4. Click the **Select** (Select) button to the right of the appropriate staff member.
  5. Click the **Delete** (Delete) button from the left toolbar.
  6. A prompt appears stating "Are you sure?". Click the **OK** (OK) button.
- \*Note: To cancel this deletion, click **Cancel** (Cancel).



(This is a partial screenshot of the Staff Information Edit Form.)

## Tips

- You will not be able to delete staff members if they are associated with a service. You will need to set the status to *Inactive*.

## Staff Permissions

You can tailor a specific user's access level to areas of the South Carolina DAODAS Service. The permissions are defaulted to a normal access level for a particular user, but anyone that has access to the Staff area can modify access levels for any user on the application.

### Updating a Staff Permission

1. Click **Administration** from the Menu.
2. Click **Staff** from the submenu.
3. Locate the staff member you wish to edit by clicking the **Search** (Search) button from the left toolbar. (See [Using the Search Feature](#) for instructions.)
4. Click the **Select** (Select) button to the right of the appropriate staff member.
5. From the Staff Information screen, click the **Permission** (Permission) button.
6. Click the **Edit** (Edit) button from the left toolbar.
7. For each module, set the staff member's permission levels as follows :
  - a. No Permission: No access to a particular module.
  - b. Read Only: Staff can only view information.
  - c. Read and Write: Staff can add new information, view and edit existing information.
  - d. Full Control: Staff can add new information, view, edit and delete existing information.
8. Once you have set the permissions for this staff member, click the **Save** (Save) button from the left toolbar.

**\*Note:** To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.

  - a. Click the **Return to Staff Information** (Return to Staff Information) button to return to the Staff Information page.

The screenshot shows the 'Staff Permission' form with the following details:

Module	Field	Permission Level
Assessment	Choose Targeted Factors	Full Control
Planning	Problem Statement	Full Control
	Local Objective	Full Control
Program	Program	Full Control

(This is a partial screenshot of the Staff Permission Edit Form.)



## Administrative Time

The Administrative Time area is an optional area that allows users to indicate time spent on prevention that is not directly related to an event. Time spent during trainings, meetings, general planning, or even entering information into KIT Prevention can be considered administrative time.

### Adding Staff Administration Time

1. Click the **Administrative** from the Menu.
2. Click **Administrative Time** from the submenu.
3. Select a staff member from the **Staff Name** dropdown menu.
4. Click **Add** (Add) from the left toolbar.

The screenshot shows the 'Staff Administration Time' form. At the top, there is a navigation bar with tabs: Assessment, Planning, Program, Activities, Reports, Coalition, KnowledgeBase, Administration (selected), Transfer Tools, Support, and Log Off. Below this is a sub-menu bar with: Organization, Staff, Administrative Time (selected), and Change Password. On the left is a toolbar with buttons: Search, Add, Edit, Save, Delete, Print, and Help. The main area has the title 'Staff Administration Time' and examples: '2.25 is 2 Hours and 15 Minutes', '2.5 is 2 Hours and 30 Minutes', and '2.75 is 2 Hours and 45 Minutes'. Below the title is a dropdown menu for 'Staff Name' with 'Berger, George' selected. Underneath is a table with columns: Date, Hours, Category, Note, and two empty columns.

(This is a screenshot of the Staff Administration Time Edit Form.)

5. Select the **Category** from the dropdown menu.
  6. Enter the **Date** using the mm/dd/yyyy format.
  7. Enter the number of hours the administrative time took place in the **Hours** field.
  8. If desired, enter any notes regarding the time in the **Notes** field.
  9. Click **Save** (Save) button from the left toolbar.
- \*Note: To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.

This screenshot shows the same 'Staff Administration Time' form, but with sample data entered. The 'Staff Name' dropdown still shows 'Berger, George'. The 'Category' dropdown now shows 'Travel'. The 'Date' field contains '2/6/2013' and the 'Hours' field contains '2.5'. The 'Note' field contains the text 'travel to training conference'. The toolbar and navigation bars are the same as in the previous screenshot.

(This is a sample screenshot of the Staff Administration Time Edit Form.)



## Editing Staff Administration Time

1. Click the **Administrative** from the Menu.
2. Click **Administrative Time** from the submenu.
3. Select a staff member from the **Staff Name** dropdown menu.
4. Click the **Edit** (Edit) button from the left toolbar.
5. Click the **Edit** (Edit) button to the right of the administration time that needs editing.
6. Make any changes needed to the details.
7. Click the **Update** (Update) button to save any changes to the staff member's administrative time.

**\*Note:** To exit this screen without saving any changes, click the **Cancel** (Cancel) button to the right of the administration time entry.

Examples:  
 2.25 is 2 Hours and 15 Minutes  
 2.5 is 2 Hours and 30 Minutes  
 2.75 is 2 Hours and 45 Minutes

Staff Name: Berger, George

Date	Hours	Category	Note	Buttons
02/06/2013	4.50	State Training/Meet	Training conference	Update Cancel Delete
02/06/2013	2.50	Travel	Travel time to Training conference	Edit Delete

(This is a sample screenshot of the Staff Administrative Time Edit Form.)

## Deleting Staff Administration Time (Single Entry)

1. Click **Administration** from the Menu.
2. Click **Administrative Time** from submenu.
3. Select a staff member from the **Staff Name** dropdown menu.
4. Click the **Edit** (Edit) button from the left toolbar.
5. To delete a specific date, click the **Delete** (Delete) button to the right of the row with the correct date.
6. Notice the deleted record is no longer on the list.

Examples:  
 2.25 is 2 Hours and 15 Minutes  
 2.5 is 2 Hours and 30 Minutes  
 2.75 is 2 Hours and 45 Minutes

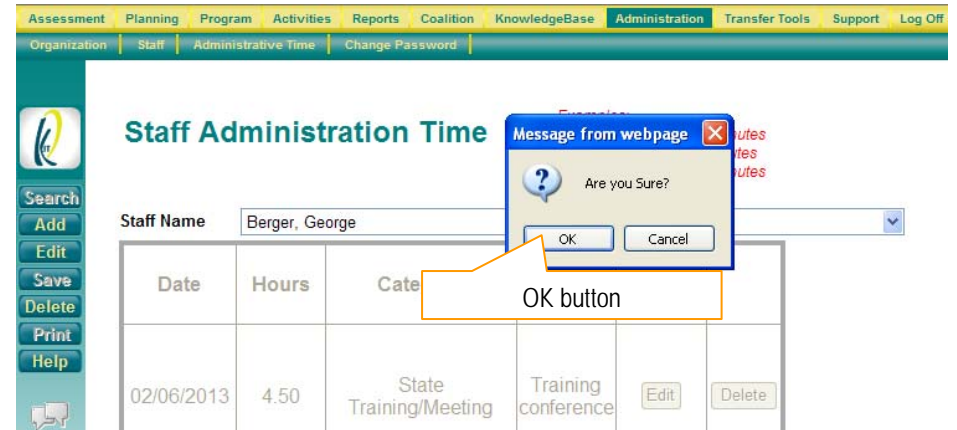
Staff Name: Berger, George

Date	Hours	Category	Note	Buttons
02/06/2013	4.50	State Training/Meeting	Training conference	Edit Delete

(This is a sample screenshot of the Staff Administrative Time Listing Page.)

## Deleting Staff Administration Time

1. Click the **Administrative** from the Menu.
2. Click **Administrative Time** from the submenu.
3. Select a staff member from the **Staff Name** dropdown menu.
4. Click the **Delete** button from the left toolbar
5. A prompt appears stating "Are you sure?". Click the **OK** (OK) button.  
\*Note: To cancel this deletion, click **Cancel** (Cancel).
6. All records have been deleted from the application for the staff member.

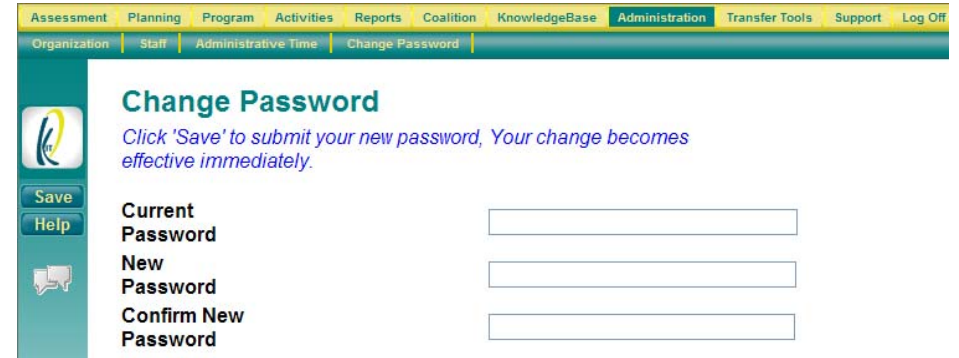


(This is a sample screenshot of the Staff Administrative Time Edit Form.)

## Change Password

The Change Password module allows the user to change the password on the account they are currently logged into.

1. Click **Administration** in the Menu.
2. Click **Change Password** from the submenu.
3. Enter the current password in the **Current Password** field.
4. Enter the password you would like to use in the **New Password** field.
5. Re-type the new password in the **Confirm New Password** field.
6. Click the **Save** (Save) button from the left toolbar.  
**Note\***: You will receive a message stating the password was successfully changed. The change is effective immediately.



The screenshot shows the 'Change Password' interface. At the top is a navigation bar with tabs: Assessment, Planning, Program, Activities, Reports, Coalition, KnowledgeBase, Administration (selected), Transfer Tools, Support, and Log Off. Below this is a submenu with Organization, Staff, Administrative Time, and Change Password (selected). On the left is a toolbar with a logo, a 'Save' button, a 'Help' button, and a chat icon. The main content area has the title 'Change Password' and a message: 'Click 'Save' to submit your new password, Your change becomes effective immediately.' Below this are three input fields labeled 'Current Password', 'New Password', and 'Confirm New Password'.

(This is a sample screenshot of the Change Password screen.)

### Tips

- Passwords are case sensitive.
- Passwords can be any combination of letters, numbers and/or characters.
- Passwords do not expire.

# TRANSFER TOOLS

The Transfer Tools module will allow you to transfer last fiscal year's data to this fiscal year. The Transfer Tools must be done in left to right order. Other tools will not work properly until the previous tool has been completed.

## Tips

- If you are unsuccessful in transferring multiple data at one time, try transferring only one at a time to avoid errors.

## Transfer Goals

This Goal Transfer Tool allows the user to transfer goals from last fiscal year to this fiscal year.

1. Click **Transfer Tools** from the main menu.
2. Click **Transfer Goals** from the submenu.
3. Click the **Edit** (Edit) button from the left toolbar.
4. Select Transfer or Don't Transfer from the **Set All Goals To** field.
  - a. Transfer: To indicate that all Goals need to be transferred (Selects all Goals)
  - b. Don't Transfer: To indicate that no Goals need to be transferred (Does not select any Goals)
    - i. Click the **Set All On This Page** (Set All On This Page) button to apply the settings.
5. To indicate that only selected goals need to be transferred, select the box next to the individual goal in the list.
6. Click **Save** (Save) from the left toolbar.

**\*Note:** To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.
7. Once your goals are transferred they will be grayed out and no further actions can be made to them.

Assessment Planning Program Activities Reports Coalition KnowledgeBase Administration **Transfer Tools** Support Log Off

Transfer Goals Transfer Objectives Transfer Programs

**Goals Transfer Tool**

Provider ID: 9999  
Provider Name: State Test

Set All Goals To: Transfer Set All On This Page

To Transfer	Description	Was Transferred
<input checked="" type="checkbox"/>	STARS for families: Reduce and prevent the onset of alcohol use	Yes
<input checked="" type="checkbox"/>	After school recreation: Provide recreational and cultural opportunities for middle school youth to become involved in healthy, organized activities after school that develop positive associations with peers and adults.	Yes
<input type="checkbox"/>	RiPP: Increase the social and emotional competence of at-risk middle school youth by developing life skills related to positive decision-making and conflict resolution	No

1

(This is a sample screen shot of the Goals Transfer Tool screen)

## Transfer Objectives

This module allows the user to transfer objectives from last fiscal year to this fiscal year.

1. Click **Transfer Tools** from the main menu.
2. Click **Transfer Objectives** from the submenu.
3. Click the **Edit** (Edit) button from the left toolbar.
4. Select Transfer or Don't Transfer from the **Set All Objectives To** field.
  - a. Transfer: To indicate that all Objectives need to be transferred (Selects all Objectives)
  - b. Don't Transfer: To indicate that no Objectives need to be transferred (Does not select any Objectives)
    - i. Click the **Set All On This Page** (Set All On This Page) button to apply the settings.
5. To indicate that only selected objectives need to be transferred, select the box next to the individual objective in the list.
6. Click **Save** (Save) from the left toolbar.

**\*Note:** To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.
7. Once your objectives are transferred they will be grayed out and no further actions can be made to them.

To Transfer	Description	Was Transferred
<input checked="" type="checkbox"/>	One-on-one STARS health consultations will start at the beginning of the school year. Then, 10 Key f	Yes
<input type="checkbox"/>	Recreational and cultural after school program	No

(This is a sample screen shot of the Objectives Transfer Tool screen)

### Tips

- You will only be able to transfer the objectives associated with the particular goals that were transferred.

## Transfer Programs

This module allows the user to transfer programs from last fiscal year to this fiscal year.

1. Click **Transfer Tools** from the main menu.
2. Click **Transfer Programs** from the submenu.
3. Click the **Edit** (Edit) button from the left toolbar.
4. Select Transfer or Don't Transfer from the **Set All Programs To** field.
  - a. Transfer: To indicate that all Programs need to be transferred (Selects all Programs)
  - b. Don't Transfer: To indicate that no Programs need to be transferred (Does not select any Programs)
    - i. Click the **Set All On This Page** (Set All On This Page) button to apply the settings
5. To indicate that only selected programs need to be transferred, select the box next to the individual program in the list.
6. Click **Save** (Save) from the left toolbar.

**\*Note:** To exit this screen without saving any changes, click the **Cancel** (Cancel) button from the left toolbar.
7. Once your programs are transferred they will be grayed out and no further actions can be made to them

To Transfer	Program Name	Description	Was Transferred
<input type="checkbox"/>	STARS for Families	The STARS for Families (Start Taking Alcohol Risks Seriously) program is a health promotion program designed to prevent alcohol use among middle and junior high school youth. It has undergone more than eight years of research supported by grants from the National Institute on Alcohol Abuse and Alcoholism (NIAAA) of the National Institutes of Health. The program's goal is to prevent alcohol use among middle and junior high school youth. STARS for Families includes media-related, interpersonal, and environmental prevention strategies matched to the	No

(This is a sample screen shot of the Program Transfer Tool screen)

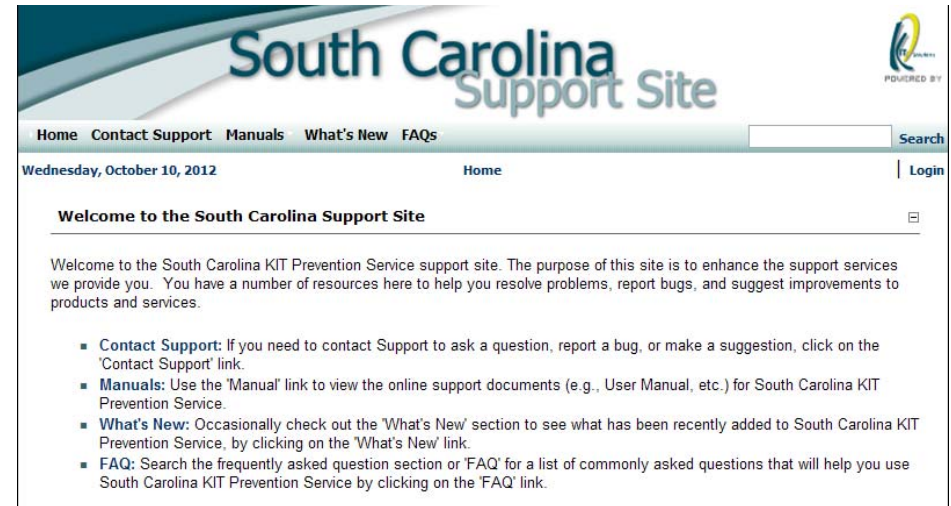
### Tips

- Only Model programs can be transferred. If you had local programs registered last fiscal year, you will have to reenter them.

## KIT SUPPORT

On the Support Site, you will find information about how to contact Support, an online version of this manual, and frequently asked questions regarding the application.

1. To reach the KIT Solutions Support Site, click **Support** from the Menu.
2. Click **KIT Support** from the submenu. A new window will open displaying the Support Site.
3. To submit a problem, question, or suggestion for improvement to KIT Solutions Customer Support team, click the **Contact Support** link.
  - a. Fill in the appropriate fields.
  - b. Click the **Submit** button. Your request will be sent to the KIT Solutions Customer Support team.
4. To find this manual in an online version, click the **Manuals** link. A new window will open displaying the User Manual as an Adobe .PDF file.
5. To see a list of new features, improvements, or announcements for the SC Prevention Service, click the **What's New** link.
6. To view frequently asked questions regarding the application, click the **FAQ** link.



(This is a screenshot of the South Carolina Support Site.)